

## 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 5:00 PM
3	Last date & Time for receipt of bid documents	30/01/2023, 5:00PM
4	Date & Time of opening of Bid document	31/01/2023, 11:00 AM

**Checklist of Documents**

<b>Sl. No.</b>	<b>Particulars of Item</b>	<b>Status (Yes/No)</b>
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,NUASAHI.**  
**SHORT TENDER CALL NOTICE**

No.

Date.

Sealed tenders are invited from reputed firms/agencies suppliers for supply as per Tender specifications. The details tender documents can be obtained from the District website <http://Kandhamal.nic.in>.

Interested bidders may submit their sealed tender documents in prescribed format to the “**Headmaster Pattakhanda Ucha Bidyapitha,Nuasahi**” so as to reach in this Office on or before **Date.30.01.2023 till 5.00 PM** through speed post/registered post only. Bidders are required to submit Technical Bid and financial bid in separate envelopes enclosed in a common envelopes mentioning “Tender for Supply of Furniture for 5-THigh School Transformation” on the cover of the envelopes.

The technical bid will be opened on **Date.31.01.2023 at 11AM** in the **Office of the Headmaster Pattakhanda ucha Bidyapitha,Nuasahi** in the presence of the bidders or their authorized representatives. The financial bid of the technically qualified bidders shall be opened on the same day in presence of the bidders or their authorized representatives.

The Authority reserves the right to accept or reject any or all tender without assigning any reason thereof.

**Headmaster**  
**Pattakhanda ucha Bidyapitha,Nuasahi.**

MemoNo

Date

Copy to DIO, NIC, Kandhamal for information and necessary action. He is requested to web hoist the Tender Notice in the district portal.

Copy to Notice board of Collectorate, Kandhamal/ ZillaParishad,Kandhamal/all Blocks/All Tahasil for information and request to display the notice for wide publication.

**Headmaster**  
**Pattakhanda ucha Bidyapitha,Nuasahi.**

### **SPECIFICATION OF ITEMS**

SL. NO.	ITEM NAME	ITEMS DESCRIPTION	QUANTITY	RATE
1	Chair	Neel Kamal Brand (Novella 10)	(25 no's)	

***(Including Transportation and installation at the High School Point i.e Pattakhnada ucha Bidyapitha, Nuasahi, Balliguda 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.

#### **While submitting the bid, the bidders should furnish the following documents:-**

- i. Self attested copy of Registration Certificate of firm/agency with seal & signed.
- ii. Self attested copy of valid PAN No. with seal & signed.
- iii. Self attested copy of valid GST Registration Certificate with seal & signed.
- iv. Self attested copy of up to date (Recent) GST Return certificate with seal & signed.
- v. Self attested copy of Last one Financial Year's IT Return (2019-

- 20)/assessment year (2020-21) with seal & signed.
- vi. Tender paper cost in shape of Demand Draft of Rs.2500/-.
  - vii. Bank Account Number (Self Cancelled Cheque to be attached)

**Terms & Conditions:-**

- 1) Each bidder shall submit only one quotation as per the enclosed Quotation format.
- 2) The Bidders are required to deposit non-refundable Tender paper cost Rs.2500/- (Rupees Two thousand five hundred) only in shape of Demand Draft of in favor of Block Headmaster Pattakhanda ucha Bidyapitha, Nuasahi Payable at **Balliguda** while submitting Bid.
- 3) The bidder should submit EMD amounting to **Rs.1% of the Bid amount** in shape of Demand Draft drawn in favor of Headmaster Pattakhanda ucha Bidyapitha, Nuasahi, **Balliguda** From any scheduled / nationalized bank drawn at **Balliguda**. Bids without EMD or in any other shape shall not be considered and liable for rejection.
- 4) The successful bidder will have to deposit a performance security of 5% of the contract value (Besides EMD) in the form of Demand Draft drawn from any Scheduled/ Nationalized Bank, in favor of Headmaster Pattakhanda ucha Bidyapitha, Nuasahi Payable at **Balliguda**. It should be valid beyond 60 days after the end of all contractual and warranty obligations.
- 5) The conditional bids shall not be considered and will be rejected in very first instance.
- 6) Sealed tenders will be received up to **30.01.2023 till 5.00 PM** at the Office of the Headmaster Pattakhanda ucha Bidyapitha, Nuasahi, **Balliguda**. Any tender received after the due date & time will be rejected / returned to the sender without opened. The tenders will be received through registered/speed post only.
- 7) The bidders are to submit their tenders in two separate sealed covered envelopes for technical bid and financial bid by super scribing "Technical Bid" in cover "A" and "Financial Bid" in cover "B" and both covers should be put in third cover (C) which should be super scribed as "Tender for Supply of Furniture's for 5-High School Transformation".
- 8) The sealed tender cover "A" (Technical Bid) submitted by the tender will be opened by the **Tender Committee** in the **Office of the HEADMASTER PATAKHANDA UCHA BIDYAPITHA, NUASAH, BALLIGUDA** on **Date. 31.01.2023 at 11AM** The bidder or his representative may be present at the time of opening of the tender.
- 9) The authorize representative should show authorization letter at the time of

opening of technical bid.

- 10) The financial bid of the technically qualified bidders shall be opened on the same day in presence of the bidders or their authorized representatives.
- 11) The tender shall remain valid for a period of 60 days from the last date fixed for receiving the same.
- 12) The successful bidder has to supply **all items within stipulated time** to be mentioned in the Work order.
- 13) Rate quoted must be inclusive of all taxes, transportation and installation & will be valid for a period of one year from the date of approval.
- 14) The undersigned reserves the right to place the order in phased manner.
- 15) The numbers of items/ materials are subject to change in supply order as per requirement.
- 16) Canvassing in any manner will be viewed seriously and will lead to rejection of the bid.
- 17) If the stock supplied by the successful bidder does not match with the specification as per Tender Document or are found to be of inferior quality at time of delivery of items the stock will be rejected & the supplier has to replace the total quantity of the same product of his own cost.
- 18) The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms & conditions and specifications.
- 19) If found that the successful bidder is incompetent to provide the supply of materials, in such a situation, the proposal may be reviewed for award of the contract to the next qualifying bidder or go for a fresh bid depending upon the circumstances. No form of compensation shall be payable in any form whatsoever to the forfeited firm. In case it decided to go for the next qualifying bidder, negotiation shall be considered to bring down their prices nearer to the originally Evaluated or Lowest bidder in consideration to the orders to be supplied.
- 20) The bidder should take responsibility of the goods till it reaches the delivery destination. Insurance etc. shall be arranged by the supplier. Supplier shall arrange the road permits or any other documents wherever required.
- 21) The successful bidder shall not assign or sub-contract or sub-let the whole or any part of the supply order in any manner.
- 22) The Authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
- 23) All corrigendum containing amendments to this tender will be post in District

website. Bidders are advised to check periodically the district website for any updates.

- 24) Any legal dispute arises out of this is subject to Kandhamal jurisdiction only.
- 25) The under signed reserves the right to accept or reject any or all the tender without assigning any reason thereof.
- 26) The requirements are tentative and may vary. The bidder should be prepared to supply the equipments as per the requisition.
- 26) Bid shall be awarded to the firms offering the lowest/net bundled price and not with reference to lowest price quoted for the individual items. However if prices for each and every item are not quoted bid shall not be accepted.
- 27) Final Placement of order for any of items included in the list is subject to decision of committee.

**HEADMASTER  
PATTAKHANDA UCHA BIDYAPITHA,  
NUASAHU, BALLIGUDA.**

## Technical bid

1	Name and address of the supplier	
2	Full address of the supplier	
3	Telephone and Mobile phone No.	
4	e-mail address if any	
5	Firm/Agency registration Details	
6	GST Regd. No. (enclose self attested copy)	
7	PAN No. (enclose self attested copy)	
8	Up to date (Recent) GST Return certificate (enclose self attested copy)	
9	Last one Financial Year's IT Return (2020-21)/assessment year (2021-22) (enclose self attested copy)	
10	Tender paper cost in shape of Demand Draft Of Rs.2500 (mentioned DD no. & amount)	
11	Bank Account Number (cancelled Cheque to be attached)	

I do hereby certify that, the above mentioned particulars/  
information are true to the best of my knowledge and correct.

Place:

Date:

Full Signature of the Bidder  
With date and seal

### **Declaration**

1. I/we.....the proprietor/partner/do declare that I/we am/have competent to sign this declaration and execute this tender document.
2. I/We have carefully read and understood all the terms 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/have 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/ we do hereby declare that I/we have not been de-recognized / black listed by any state Govt./Govt. of India/Govt. Organization/Govt. institution for supply of non-standard quality (NSQ) as asked for or non- supply.
5. I/we do hereby declare that I/we will deliver my work as per the terms, conditions and specification of the tender document and work order.

Full Signature of the Bidder  
With date & seal

**FINANCIAL BID**

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

We agree to supply the above goods in accordance with the  
technical specification mentioned in the supply order.

(a) In case of discrepancy between unit price and total price, the lowest price among them shall be 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