



ପଞ୍ଚାୟତ ସମିତି କାର୍ଯ୍ୟାଳୟ, ଖଜୁରୀପଡ଼ା

ପଞ୍ଚାୟତରାଜ ବିଭାଗ

ଓଡ଼ିଶା ସରକାର

THROUGH E-Mail/POST

ଖଜୁରୀପଡ଼ା- ୭୬୨୦୧୨

**PANCHAYAT SAMITI OFFICE, KHAJURIPADA**

PANCHAYATIRAJ AND DRINKING WATER DEPARTMENT Tel: (06842)251527

GOVERNMENT OF ODISHA

E-Mail: [ori-khajuripada@nic.in](mailto:ori-khajuripada@nic.in)

### Notice Inviting Tender

No- 288 / Dated: 30.01.2023

Sealed tenders are invited in 'double covers system' by Panchayat Samiti, Khajuripada from intended reputed Firms/Agencies/OEM for supply of Furniture (DUAL DESK) for various Schools 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 BDO Khajuripada on payment of Rs 2,500.00 (Rupees Two Thousands Five Hundreds Only) per set in shape of demand draft in favour of **BDO, Khajuripada** payable at **Khajuripada** 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 **BDO Khajuripada**, payable at **Khajuripada** otherwise the bid will be liable for rejection.

Bids must be accompanied with required EMD @ 1%( One percent of Bid amount) only in shape of demand draft, duly pledged in favor of **BDO Khajuripada** payable at **Khajuripada**. 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 DIFFERENT HIGH SCHOOLS UNDER 5T High SCHOOL TRANSFORMATION PROGRAMME**" along with the samples of the items.

The sale of bid documents shall starts from **31.01.2023** at 10.00 AM and closes on dated **12.02.2023** till 5.00 PM. The bid documents will be received up to **13.02.2023** till 5.00PM through **registered/speed** post only. Tenders received through any other mode shall not be accepted. Bids will be opened on **14.02.2023** at 11.00.AM in the Office of the BDO **Khajuripada** in the Presence of the bidder(s) and/or their authorized representatives. The financial bids of unsuccessful bidders who fail in technical bids will not be opened.

Tenders received after due date and time shall not be accepted. Panchayat Samiti **Khajuripada** 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 (10.00 AM to 5.00 PM**

**Except Govt Holidays)**

Address: PANCHAYAT SAMITI OFFICE, KHAJURIPADA

At/PO.- KHAJURIPADA

Mobile No : .....

Email-ori-khajuripada@nic.in

  
30/01/23  
Block Development Officer,  
Khajuripada

Memo No 289 / Date 30.01.2023

Copy to Office Notice Board, Khajuripada Block / Collectorate, Kandhamal / ZP, Kandhamal / All Panchayat Samiti Offices / 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.

  
30/01/23  
Block Development Officer,  
Khajuripada

## 1. **Scope of Work**

The scope of work comprises for supply of Furniture (**DUAL DESK**) to various schools under **Khajuripada** block as per specifications of the tender notice for **Khajuripada** block. 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 various schools of **Khajuripada** Block 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-2019-20,2020-21 & 2021-22.

## 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-2019-20,2020-21 & 2021-22. 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 BDO **Khajuripada** in shape of demand draft payable at SBI **Khajuripada**.

## 8. **EMD**

The bidder shall submit EMD of 1% (One percent of Bid amount) only in favor of BDO **Khajuripada** in shape of demand draft from any nationalized bank payable at **Khajuripada**.

## 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.

Sl. 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-2019-20,2020-21 & 2021-22.)
ii.	The bidder should have experience of executing supplying of aforesaid Item, at least Rs 70 Lakh in a year three years	GST registration certificate, copy of work order clearly specifying the date of award, contracting authority, during last 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 2019-20, 2020-21 & 2021-22). 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 (non-refundable)	Demand draft in favor of BDO processing Fee of Rs. Rs.2500/- <b>Khajuripada</b> Payable at <b>Khajuripada</b> (To be kept in the Technical Bid envelope)
vi.	The Bidder should submit an Earnest Money Deposit (EMD) @ 1% of the Bid amount	Demand draft in favor of BDO <b>Khajuripada</b> , Payable at <b>Khajuripada</b> (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](http://www.Kandhamal.nic.in) or can be bought from KHAJURIPADA BLOCK OFFICE.
- 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 BDO **Khajuripada** which must be payable at **Khajuripada**. 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 BDO **Khajuripada** drawn from any nationalized bank, payable at **Khajuripada** 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.
- 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**

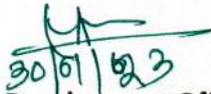
60 days from date of receipt of Bid documents.

**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.

  
Block Development Officer,  
Khajuripada

**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	As per requirement	<p>Dual Desk &amp; 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 &amp; 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 <b>pre-laminated 18mm MDF board</b> 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 04 High School Points of Panchayat High School, Dalpada, Panchayat High School, Adasipada, Panchayat High School, Budharakadi and MBD High School, Kaladi under Khajuripada 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 KHAJURIPADA BLOCK (80 Numbers) as per their requirement in a time frame of 30 days.

For and on behalf of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (with Seal)

To:

The Block Development Officer,  
KHAJURIPADA

**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:

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Signature (with Seal)

To:

The Block Development Officer,  
KHAJURIPADA

### 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.**

## IMPORTANT DATES

<b>1</b>	<b>Date of hoisting of the bid document on website</b>	<b>31/01/2023</b>
<b>2</b>	<b>Date for sale of the bid documents</b>	<b>31/01/2023 to 12/02/2023 up to 5:00 PM</b>
<b>3</b>	<b>Last date &amp; Time for receipt of bid documents</b>	<b>13/02/2023, 5:00 PM</b>
<b>4</b>	<b>Date &amp; Time of opening of Bid document</b>	<b>14/02/2023, 11.00 PM</b>

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 2019-20, 2020-21, 2021-22 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 @ 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)	