



GOVT. OF ODISHA

OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI.

(ST & SC Development Section)

Ph./FAX: 06842-253643, e-mail:dwo.kandhamal@gmail.com

No 1000 /SSD Dated. 4th /March/2023

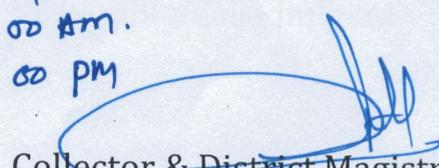
TENDER CALL NOTICE

Sealed tender in the prescribed tender paper are invited from the authorized dealer/ Distributor/ Specific Manufacturer/ wholesale Cooperative/ WSHG for supply of **Cotton Bed-Sheet & Square Steel Tray** for ST & SC Development Department Hostels of Kandhamal District. The Tenderer are requested to download the tender paper from kandhamal.nic.in and deposit the cost of tender paper amounting Rs.5,000/- (Rupees Five Thousand) only per each item separately in shape of D.D in favour of District Welfare Officer, Kandhamal payable at S.B.I, Phulbani. The rate should be inclusive of all taxes and transportation cost to the school point. The Tenderer has to produce GST clearance certificate/ Dealership certificate (if any) & PAN card with income tax clearance certificate positively. E.M.D @ Rs.50,000/- (Rupees Fifty Thousand) only per each item has to be deposited by the Tenderer in shape of bank draft drawn in favour of District Welfare Officer, Kandhamal payable at S.B.I, Phulbani. The authority reserves the right to reject any or all tenders/ supply order without assigning any reason thereof.

Last Date and time of receipt of tender paper:- 21/03/2023 by 5.00 PM

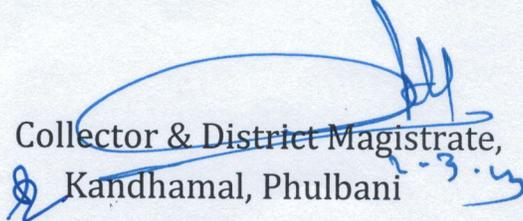
Date and time of opening tender paper:- 22/03/2023

Bed sheet at - 10.00 AM.
Steel Tray - 03.00 PM


Collector & District Magistrate,
Kandhamal, Phulbani

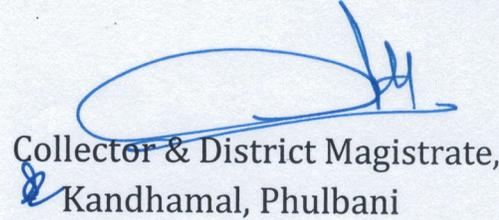
Memo No. 1001 /SSD Dated. 4th /March/2023

Copy forwarded to the Director (I & PR) Deptt. Odisha, Bhubaneswar for information and necessary action. He is requested to publish the above advertisement in two local daily odia news paper for wide publicity.


Collector & District Magistrate,
Kandhamal, Phulbani

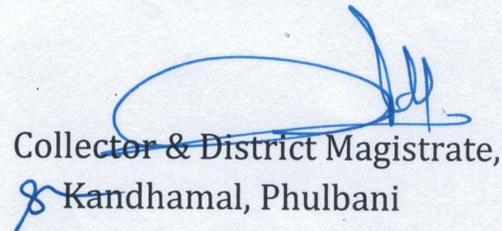
Memo No. 1002 /SSD Dated. 4th /March/2023

Copy to District Informatics Officer, NIC Kandhamal for information. He is requested to upload the tender call notice along with other terms and conditions of this tender for wide publicity in the District Website.


Collector & District Magistrate,
Kandhamal, Phulbani

Memo No. 1003 /SSD Dated. 4th /March/2023

Copy to Notice Board, Collectorate, Kandhamal/ PA, ITDA, Phulbani and Balliguda/
All BDOs/ All Tahasildars/ All CDPOs/ All District Level Officer of this District/ Sub-
Collector, Khondmal and Balliguda.


Collector & District Magistrate,
Kandhamal, Phulbani

TERMS & CONDITIONS

1. The date of receipt of sealed tender paper is **21.03.2023 by 5.00P.M** (during office hour) only through Registered Post/ Speed post only.
2. The date of opening of sealed tender is **22.03.2023 at 10 A.M for Bed Sheet & at 3.00 P.M for Steel Tray** in the Sadbhabana Sabhagruha, Collectorate, Kandhamal in presence of the Tenderer or heir authorized representative and member of purchase Committee. The rates should be inclusive of all taxes.
3. The Tenderer should submit the tender with Valid GST clearance, Dealership Certificate, PAN card, Income tax certificate etc.
4. The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manners.
 - Envelop 1: Original hard copy of Technical Proposal with EMD Draft (form 1 to form 3) separate for each item.
 - Envelop 2: Original hard copy of Financial Proposal Bid (form 4 to form 6) separate for each item.
5. The technical proposal and financial proposal should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" respectively.
6. Please note that price shall not be indicated in the Technical Proposal but shall only be indicated in the financial bid.
7. The two envelopes containing copies of Technical proposal and financial proposal shall be put in another single sealed envelope clearly marked with caption "**supply of Bed Sheet/ Steel Tray (name of the item) to the Hostels run by ST & SC Development Department in Kandhamal District. "**
8. The single sealed envelope should be properly indicated with organization/ Company name of the Bidder and address with e-mail ID & Fax/ Mobile number of the bidder.
9. All the pages of the Technical proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

10. The proposal shall be prepared in indelible Ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders himself. Any such corrections must be initialed by the person who signs in the tender paper.
11. All pages of the proposal shall be initialed and stamped by the person or persons who sign the bid.
12. The items should be delivered at school point. No transportations charges will be paid for the purpose. The component wise rates of Amenities should be as follows:-

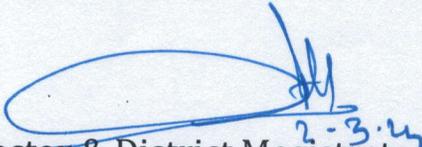
Sl No	Name of the Product	Materials	Size of items	Count of yarn
	Bed- Sheet	Cotton	84 inch X 48 inch	Warp-2/40 ^s , 2/17 NF Weft- 2/40 ^s , 2/20 ^s , 2/18 ^s , 20 ^s Single

Sl No	Name of the Product	Materials	Size of items	Capacity	Weight
	Steel Tray	Stainless Steel	14 ½ to 15 inch X 11 ½ to 12 inch (Inside of the tray)	Large Size Space for Rice	550 Gram to 600 Gram

13. The tender paper in sealed cover must be accompanied with earnest money deposit (EMD) Rs.50,000/- (Rupees Fifty Thousand) Only in shape of D.D drawn in favour of District Welfare Officer, Kandhamal (payable at S.B.I, Phulbani) which will be refunded to the unsuccessful Tenderer after finalization of tender and to the successful Tenderer after full supply of the materials within 6 months from the date of supply, exemption claims, if any, shall be accompanied with recent Govt. order circular if any.
14. The Tenderer should produce the sample before the purchase committee on **22.03.2023 at 10 A.M for Bed Sheet & at 3.00 P.M for Steel Tray** for verification at the time of opening of sealed tender paper. No Tenderer shall be entertained without sample of the article. The sample should be properly stamped with firm name and address with signature of the bidder.
15. The Materials should be supplied within 15 days from the date of placement of order. The materials should be delivered in full and in good condition. Quality of the product will be given priority & three products will be verified with the sample by a committee after which payment will be made.
16. If any of the suppliers fails to supply the materials within the stipulated period, the order will stand automatically cancelled and EMD so deposited by him will be forfeited

17. The authority reserves the right to reject any or all tenders/ supply order without assigning any reason thereof.
18. Supply of materials other than the sample approved will warrant rejection of the material supplied and in turn forfeiture of the EMD.
19. There shall be no compromise with quality of material approved by the purchase committee.
20. Payment will be made at DWO office, Kandhamal separately as per quantity supplied after full supply of materials at the school point and verification of materials with reference to the sample by the committee.
21. No GST or any Tax and T.C will be borne by the buyer.
22. The authority will not be responsible for the postal delay if any in submission of tender paper.

The other numbers and specification shall remain intact. All the forms (1 to 6) are available in district website kandhamal.nic.in


Collector & District Magistrate,
Kandhamal, Phulbani

FORMATS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

Formats for Technical Proposal

Form 1: Compliance Sheet for Technical Bid

Tender Call Notice No _____ Date: _____

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl. No	Eligibility Compliance Document	Provided (Yes/No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation/ Registration/Partnership Deed, MoA/By-laws		
2	Copy of Service Tax Registration Certificate		
3	Coy of PAN		
4	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three financial years.		
5	Copy of Income Tax Return of previous three financial years.		
6	Tender Paper Cost (DD No....., Amount:....., Bank:....., Date:.....)		
7	Earnest Money (DD No....., Amount:....., Bank:....., Date:.....)		
8	Bid Cover Letter & Acceptance of terms & conditions contained in the tender documents[Form 2]		
9	Particular of the Bidder [Form 3]		
10	Self Declaration of not being ineligible/blacklisted [On the letter head of the Agency]		
11	Authorization letter in the name of the Authorized Signature.		

Signature of Witness:

Date:

Place:

Signature of the Tenderer:

Date:

Place:

Company Seal

Form 2: Cover Letter (Technical Bid)

Tender Call Notice No: _____, Date: _____

To

The District Welfare Officer,
Kandhamal.

Subject: Submission of the Technical bid for in respect of Tender call Notice no. _____
Dated. _____ for Bed Sheet/ Steel Tray.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the _____ on your Tender Call Notice vide no _____ dated _____. We are hereby submitting our Proposal, which includes this Technical Bid and the Financial Bid sealed in separate envelopes.

We hereby declare that all the information and statement made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our tender is accepted, to initiate the implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for one year as stipulated in the tender paper documents.

We understand you are not bound to accept any tender you receive.

Yours sincerely,

Authorized Signature [in full and initials]:

Name & Title of Signatory:

Name of the Firm:

Address:

Location:

Date:

Form 3: Particulars of the Bidder

Tender Call Notice No: _____ Date: _____

1	Name of the Firm:		
2	Legal Status of Firm:		
3	Address of Corporate/National Office:		
4	Address of Office in Odisha:		
5	Telephone No Fax No		
6	Email Address:		
7	Website:		
8	Registration No. of Certificate of Incorporation & Date		
9	Service Tax Registration No		
10	Permanent Account Number of Income Tax & Date of Registration:		
11	GST Certificate (Regn. No and clearance)		

Signature of witness:

Signature of the Tenderer:

Date:

Date:

Place:

Place:

Company Seal

Form 4: Compliance Sheet for Financial Bid

Tender Call Notice No: _____ Date: _____

Please check whether following have been enclosed in the respective covers, namely, Financial Bid.

a. Bid Letter(Financial Bid) Yes/No
(In the Format attached at Form 9)

b. Financial Bid Yes/No
(In the Format attached at Form 10)

Signature of Witness:

Signature of the Tenderer:

Date:

Date:

Place:

Place:

Company Seal

Form 5: Bid Letter (Financial Bid)

<Location, Date>

To

The District Welfare Officer,
Kandhamal, Phulbani.

Sub: Submission of the Financial Proposal for supply of Bed Sheet & Steel Tray.

Madam,

We, the undersigned, offer to supply of Bed Sheet & Steel Tray to ST & SC Development Department run hostels in Kandhamal district in accordance with your Tender Documents (Tender Paper No _____) (Date _____) and our Bid (Technical and Financial Bid). Our Financial Bid is attached in Form No.7.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this Bid are valid minimum for a period of one year from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the tie of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to /decrease from the scope of work under the contract.

3. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information /documentary proof in this regard before evolution of our Tender, we agree to furnish the same in time to your satisfaction.

4. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the tender paper. These prices are indicated at Financial Bid attached with our Tender as part of the Tender.

We understand you are not bound to accept any tender you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

Thanking you

We Remain,

Yours sincerely,

Authorized Signature:

Name and Title of the Signatory:

Name of Firm:

Address:

Form 6 : Financial Bid Submission Format

Tender Call Notice No: _____ Date: _____

Unit Rate/Value must be quoted below exclusive of ay taxes and duties. The Financial Bid will be evaluated as per Total Value of the bid exclusive of taxes & duties.

Item	Price

Amount in Words: _____ only

Signature of Witness:

Signature of the Tenderer:

Date:

Date:

Place:

Place:

Company Seal