

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: KANDHAMAL  
(ST & SC Dev. Section)**

No 3133 /SSD

Dated: 29.08.2018

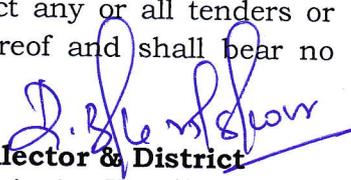
**TENDER CALL NOTICE**

Sealed Tenders are invited in the prescribed form from the intending Manufacturers/Authorized supplier for supply **SCHOOL UNIFORMS** for the ST & SC Students of High Schools / Girls High Schools & KMRS, Khajuripada & Raikaia under ST & SC Development Department Schools of Kandhamal district. The sealed Tender documents have to reach to District Welfare Officer, Collectorate, Kandhamal by Speed Post or Registered Post only on or before --12/--09/2018 up to 3.00 PM and it will be opened at 4.00PM on --12/--09/2018 in the Office Chamber of Collector, Kandhamal in presence of the District Level Purchase Committee and the Tenderer or their authorized representatives. The undersigned will not be responsible for any delay in Postal service. The tender should be submitted in two bids i.e. **(1) Technical Bid & (2) Financial Bid**. The tender documents containing technical specification, instruction to the bidders, General Terms and condition, tender form etc. is enclosed herewith at Annexure-I.

The Tender Paper along with the details of specification of the articles will be available in the District Website www.kandhamal.nic.in till --11/--09/2018 and can be downloaded from the website. The Tenderer who downloads through Website, should pay the tender paper cost i.e. Rs.2000/- (Rupees Two Thousand) which is non-refundable.

The Earnest Money Deposit (EMD) and the Cost of the Tender paper should be deposited in shape of Bank Draft/Bankers Cheque drawn in favour of the District Welfare Officer, Kandhamal, payable at SBI, Phulbani along with Tender documents. Transfer or adjustment of EMD will not be entertained. Shortfall of any required documents, Tender paper cost and EMD is liable for rejection.

Notwithstanding anything else contained to the contrary in this tender document, the undersigned reserves the rights either to reject any or all tenders or cancel the entire process without assigning any reason thereof and shall bear no liability whatsoever.

  
**Collector & District  
Magistrate, Kandhamal**

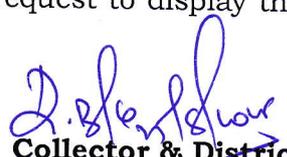
**Memo No. 3134 Date. 29.08.2018**

Copy forwarded to the Advertising Manager, Odia daily news paper "The Sambad" & "The Samaj" for publication in one edition in one day only in size 8 cm. to 10 cm. columns and submit bill in the Govt. approved rates for payment.

Copy to DIO, NIC, Kandhamal for information and necessary action. He is requested to upload the details including terms and conditions in the official website of Kandhamal District for wide publication.

Copy to the DIPRO, Phulbani for information and necessary action.

Copy to Notice Board, Collectorate, Kandhamal/Sub-Collector, Kandhamal & Balliguda/ PA, ITDA, Phulbani & Balliguda/All BDOs/All Tahasildars/All CDO's/All District level Officers of this district for information with request to display the above notice in their office notice board for wide publication.

  
**Collector & District  
Magistrate, Kandhamal**

**Annexure-I**

**TENDER DOCUMENTS**

**FOR SUPPLY OF SCHOOL UNIFORMS TO THE STUDENTS OF ST & SC DEVELOPMENT DEPARTMENT SCHOOLS/HOSTELS OF KANDHAMAL DISTRICT.**

Tender called for	:	<b>SCHOOL UNIFORMS</b>
Period for issue of Tender Documents	:	Date of issue of the notice to <b>29.08.2018 to 11.09.2018</b>
Date & Time for submission of Tender	:	Up to 3.00 P.M <b>12.09.2018</b>
Date, Time & Venue for opening of Technical Bids	:	<b>12.09.2018</b> <b>4.00 PM</b> Office Chamber of Collector, Kandhamal
Cost of Tender Paper	:	Rs.2000/- (Non refundable)
Cost of E.M.D	:	Rs.42,000/ -((Refundable) for supply of Invertors
Quantity of School uniforms required:	:	<b>As per enrolment of ST &amp; SC Students of Class-IX and X for the year 2018-19 under ST &amp; SC Dev. Deptt. of Kandhamal District.</b>
ADDRESS FOR COMMUNICATION	:	District Welfare Officer, O/o the Collector, Kandhamal At/Po/District-Kandhamal, PIN-762001 Tel. No 06842253643, Email:- Dwo.kandhamal@gmail.com

Size/Specifications are detailed in Section- II

**SECTION -1**  
**INVITATION FOR BIDS**

**1.1 ABOUT THE TENDER DOCUMENTS:**

The Tender documents comprise the following.

- SECTION-I INVITATION FOR BIDS
- SECTION-II TECHNICAL SPECIFICATION OF THE ITEMS
- SECTION-III INSTRUCTION TO BIDDERS
- SECTION-IV GENERAL CONDITIONS OF THE TENDER
- SECTION-V TENDER FORMS & ANNEXURES

**1.2 SCHEDULE OF THE TENDER PROCESS:**

- The Tender will have 2 (Two) parts viz., Technical Bid & Financial Bid.
- The Tender documents can be downloaded directly from the District website [www.kandhamal.nic.in](http://www.kandhamal.nic.in) Receipt of Bids-on or before **11.09.2018** (3.00 P.M )
- The technical bid will be opened at 4.00 P.M on **12.09.2018** and the financial bid will be opened on the same day in the Office Chamber of Collector, Kandhamal in

the presence of District Level purchase Committee as well as bidders or their authorized representatives.

- Collector, Kandhamal reserves the right to cancel / withdraw / modify fully or partially the "Invitation for Bids" or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

### **1.3 AMENDMENT OF INVITATION:**

In case of any seeming discrepancy between the Press Advertisement, other detailed provisions of the Tender print -document and the updated version on the web till **11.09.2018** , the web-version will prevail. At any time prior to the dateline for submission of bids, Collector, Kandhamal reserves the right to add/modify/delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

### **Section-II**

### **Technical Specifications of the items.**

#### **2.3. TECHNICAL SPECIFICATIONS FOR SCHOOL UNIFORMS**

Sl.	Name of the item	Size/Specification
1	Blue full Pant	
2	Half Sleeve White Shirt	
3	White Sallwar/ Blue Kameez	
4	White Dupatta	
5	Belt & Bedge	
6	School Shoes (Boys)	
7	School Shoes (Girls)	
8	Socks	

Note: A logo indicating the word GOVT. SUPPLY 'NOT FOR SALE' should be super scribed on the body of school uniforms.

**SECTION III**  
**GENERAL INSTRUCTIONS FOR BIDDERS**

**3.1 ELIGIBILITY CRITERIA:**

**The bidder must fulfill the following eligibility criteria:**

- a. Should have Registration certificate of Manufacturer/Authorized Supplier.
- b. Should have PAN Card.
- c. Should have GST Registration Certificate
- d. Should have up to date income tax return for the last 03 years assessment (from 2015-16, 2016-17 & 2017-18).
- e. Should have VAT clearance Certificate
- f. In case of a dealer, valid dealerships certificate from the manufactures.
- g. Should have Bank Account containing transactions of last three years.

**3.2. COST OF BIDDING:**

**3.2.1.** The Bidder shall bear all costs associated with the preparation and submission of its bid and DWO Kandhamal (herein after referred to as the 'Purchaser') will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

**3.2.2. Non-transferable Tender:**

The Tender Document is not transferable.

**3.3. EMD:**

The bidder has to submit in its technical bid with the EMD of amount as mentioned below. The EMD shall be in the shape of Bank Draft/Demand Draft in favour of District Welfare Officer, Kandhamal, Payable at S.B.I, Phulbani. Individual EMD has to be deposited for the items specified in section II. Rs.42, 000/- (Refundable) for supply of School Uniforms.

**3.4. GENERAL INSTRUCTIONS:**

I. There are two parts of these Tender Documents namely, Technical Bid and financial Bid. **The bidder is required to fill up all the two parts of tender Document and place them in two separate sealed envelopes, which should be super scribed as "Technical Bid FOR SUPPLY OF SCHOOL UNIFORMS and the "Financial Bid for SUPPLY OF SCHOOL UNIFORMS to THE ST & SC DEVELOPMENT DEPARTMENT SCHOOLS/HOSTELS OF KANDHAMAL DISTRICT". Both sealed envelopes should be kept inside a third sealed envelope super scribing "Tender for SUPPLY OF SCHOOL UNIFORMS to THE ST & SC Development Department Schools/Hostels of Kandhamal District.**

II. The Envelope containing the tender documents should reach to the Office of the DWO, Kandhamal on or before **12.09.2018 up to 3.00 PM** by Speed/Regd. Post only. The Undersigned will not be responsible for any delay in Postal Service.

**III. The bidders has to pay the tender Paper Cost i.e Rs.2000/- in shape of Bank Draft/Banker Cheque drawn in favour of District Welfare Officer, Kandhamal Payable at S.B.I, Phulbani which will not be refundable.**

IV. *The bidders should furnish the Technical Bid along with EMD/Paper.* The Earnest Money Deposit is to be refunded (without interest) to the unsuccessful Tenderness after finalization of Tender and for the successful Tenderness, it will be refunded after full supply of the items to the respective schools and payment of the final bill.

III) The Tenderers are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:

1. Detailed Profile of the Manufacturer/Authorized Supplier.
2. Form of Technical bid application/declaration application & Check list form duly filed.
3. Any other document, which the bidder may feel necessary in support of the bidding process.
4. EMD amount as specified (Individual)
5. Tender Paper cost in shape of DD/Banker Cheque.
6. Copy of PAN Card.
7. Copy of the income Tax return filed by the Manufacturer/Authorized supplier for the last 3 year's assessment (from 2015-16, 2016-17 & 2017-18).
8. Copy of the up to date VAT/GST clearance certificate.
9. Technical catalogue / brochure of the items illustrating the make, model & detail technical specifications.
10. Copy of the Manufacturer / Authorized supplier registration certificate.
11. In case of a dealer, valid dealerships certificate from the manufactures.
12. Certified extracts of the Bank Account containing transactions during last three years.

IV) The conditional Bids shall not be considered and will be out rightly rejected in very first instance.

V) All entries in the Tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the Tender shall be summarily rejected.

VI) The Sealed Tender cover will be opened on **12.09.2018 (4.00PM)** in the Office Chamber of Collector, Kandhamal in the presence of the District Level Purchase Committee as well as bidders or their authorized bidder. One nominated representative per Tenderer would be permitted to be present at the time of opening of the Tender. At first, all the Technical bids shall be opened on the scheduled date, time and at the venue.

VII) The Tenderers are to produce only one Sample of **SCHOOL UNIFORMS** having specific Company Logo for items of rate quoted at the time of opening of Tender for Technical Bid. The said samples can be tested by the Experts of Textile Department, Odisha or by any experts of the respective field to ascertain the quality of the materials.

VIII) The financial Bid of only those Tenderers will be opened on 4.30 P.M in the same venue whose Technical bids are found in order. The financial bids shall be opened in the presence of the District Level Purchase Committee as well as bidders present on the spot at that time.

- If found to have a record of poor performance such as having abandoned work, having been blacklisted, having inordinately delayed in supply of the items and having faced financial failures etc.

### **3.7 FORFEITURE OF EMD**

EMD made by the bidder may be forfeited under the following conditions

- If the bidder withdraws the tender before the expiry of the validity period.
- During the tendering process, if a bidder indulges in any such activity as would jeopardize the tender process. The decision of the Purchase Committee regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.
- If the bidder violates any of the provisions of the terms and conditions of the tender. In the case of successful bidder, if the bidder fails to (a) accept award of work, (b) Try to sign the contract Agreement with DWO, Kandhamal, after acceptance of the award, or if the bidder violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of District Administration in timely finalization of this tender. The decision of Purchase Committee regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve blacklisting of the bidder by Collector Kandhamal

### **3.8. COMPENSATION FOR TERMINATION OF CONTRACT**

If the bidder fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by the purchaser, without any valid reasons acceptable to the purchaser they may terminate the contract after giving 7 (seven) days notice, and the decision of the Chairman DLPC on the matter shall be final and binding on the bidder.

### **3.9 LIQUIDATED DAMAGES**

In the event of delay in supply beyond the stipulated time specified in this contract, the bidder shall be liable to a penalty @ 0.5% of the value of work, for every week of delay up to a maximum of 2%, after which District purchase committee shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week.

### **3.10 EVALUATION AND SELECTION CRITERIA**

- The envelopes containing Technical bids will be opened first and evaluated basing on the documents and forms submitted in the technical bid.

- The financial bid of those bidders whose technical bid is found to be responsive as per the tender requirement will only be opened. All other price bids will be ignored. **Least-Cost Selection** method shall be followed. The District Level Purchase Committee is not bound to accept the lowest rate, but the acceptance of the tender shall be based on the quality of the materials/samples submitted.

## SECTION -IV

### **GENERAL CONDITIONS OF THE TENDER**

**4.1. Contents of Tender Document: As Specified above.**

**4.2 Every envelope and forwarding letter of various parts of the Bid shall be addressed as follows:**

The District Welfare Officer, Collectorate, Kadhamal,  
At/Po- Phulbani, District- Kandhamal, State – Orissa, PIN -762001

**4.3 Evaluation and comparison of Price Bids: As Specified above.**

**Note: The Bidder shall not quote prices subject to certain conditions. Bids containing any conditional prices may be rejected or Purchase Committee may take a final decision about such conditionality's at its discretion.**

### AWARD OF WORKS

**4.4.** Not with standing anything else contained to contrary in this tender document, purchaser reserves the right to accept or reject any bid or to annul the bidding process fully or partially, or modifying the same and to reject all bids at any time prior to the award of work, without incurring any liabilities in this regard.

**4.5** The liability of the successful bidder to perform the services will commence from the date of receipt of the supply order. **The completion period shall be counted from the date of receipt of the supply order.**

**4.6 Corrupt or Fraudulent Practices**

Collector, Kandhamal desires that the tenders under this tender process observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this, the purchaser defines the terms set forth as follows:

**Corrupt Practice-** means the offering, giving receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and

**Fraudulent Practice-** means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the purchaser, and includes collusive practice among bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of the free and open competition. The purchaser will reject a proposal for

award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The purchaser will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

#### **4.7 INSURANCE**

All the prices quoted should include the insurance cost. Transit insurance to cover the risk of the consignment during transit from origin point (manufacturing point) to the point of delivery at the respective consignee places shall be arranged by the supplier at his own cost.

#### **4.8. WARRANTY TERMS**

The bidder shall warrant workmanship offered to be free from any defects for a period of **One years** from the date of delivery. The bidder shall be fully responsible for warranty in respect of proper design, quality and workmanship of all material, accessories etc. covered by the offer, During the warranty period, the supplier shall replace all the defective components at the supplied site within **one week** from the date of intimation by the Purchaser. No additional charge will be paid to the supplier in this regard.

#### **4.9. Quantity Variation**

Purchaser reserves the right to modify, increase or decrease the quantity requirements up-to the need from the tendered quantity at the time of ordering or by issue of amendment subsequently.

#### **4.10 Payment Terms**

No advance payment shall be made.

90% payment will be made by the DWO, Kandhamal after receipt of **entire** quantity at all the delivery places confirming to the specifications and acceptance by the concerned authorities. Part payment will not be made for part supply. The rest 10% amount will be paid to the supplier after 3 months of the first payment.

#### **4.11. FORCE MAJEURE**

- (a) This clause shall mean and be limited to the following in the execution of the contract placed by the purchaser.

War/hostilities Riot or civil commotion, Earth Quake, Tempest Flood, Lightning or other natural physical disaster Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the supplier, which prevent or delay the execution of the order by the supplier.

- (b) The supplier shall intimate to the purchaser in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, Purchaser reserves the right to cancel the contract without any obligation to compensate in any manner for whatsoever reason, subject to the provision of clause mentioned.

#### **4.12 LEGAL JURISDICTION:**

All legal disputes are subject to the jurisdiction of Kandhamal District courts only.

## COMPLETENESS OF TENDER OFFER:

The bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Tender Document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Formats in the tender are not fully furnished.

### **SECTION-V TENDER FORMS**

Check List (Technical Bid) (Section 3.4)

Tender Call Notice No. \_\_\_\_\_ date \_\_\_\_\_

Please check whether the following documents have been enclosed in the respective cover, namely, Technical Bid: (Please arrange the documents serially in the following order)

- |     |   |        |
|-----|---|--------|
| 1.  | E.M.D of amount as specified in shape of DD/ Bankers Cheque   | Yes/No |
| 2.  | Paper cost in shape of DD/Banker Cheque.  | Yes/No |
| 3.  | Technical Bid Application.  | Yes/No |
| 4.  | Declaration application for Technical bid.  | Yes/No |
| 5.  | Copy of the Manufacturer/Authorized Supplier Registration certificate   | Yes/No |
| 6.  | Copy of the GST certificate.  | Yes/No |
| 7.  | Copy of PAN Card.   | Yes/No |
| 8.  | Copy of the Income Tax return filed by the Manufacturer/ Authorized Supplier for the last three years assessment (For last 3 Years) | Yes/No |
| 9.  | Copy of up-to-date VAT clearance certificate  | Yes/No |
| 10. | Extract of Bank Account containing transactions during the last three years.  | Yes/No |
| 11. | In case of dealer valid dealership certificate from the manufactures.   | Yes/No |
| 12. | Technical catalogue/ brochure of the items illustrating the make/ model / detailed technical specifications                         | Yes/No |

**DECLARATION APPLICATION**  
**(To be submitted with Technical Bid)**

To

The District Welfare Officer,  
Kandhamal,  
Collectorate, Kandhamal  
Po-Phulbani  
State - Orissa  
PIN -762001  
Tel.No -06842253643

Ref: Tender Call Notice No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

I, the undersigned offer to supply of **SCHOOL UNIFORMS** for the boarders of the ST & SC Development Department Schools/Hostels of Kandhamal District. I am submitting herewith the technical bid with relevant documents in respect of the above mentioned tender call notice.

I hereby declare that all the information and statements made in this bid are true and accept that any misrepresentations/blacklisting contained in it may lead to disqualification.

The bid is valid for a period of one year from opening of the bid subject to the modification result from Contract negotiations. If the work has been assigned during the period of validity of the bid, I undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the terms & conditions contained in the tender document and declare that all the provisions of this Tender document are acceptable to my company/Dealership.

Further it is certified that I am an authorized signatory of my company/Firm and therefore, competent to make this declaration.

Yours faithfully

Authorized Signatory

Name and Title of Signatory:

Name of firm: (seal)

## TECHNICAL BID APPLICATION

SI No	Particulars	Details to be furnished		
1	Name of the Bidding Firm/ Company / Supplier			
2	Address			
3	Telephone		Fax	
4	E-Mail		Website	
<b>Details of Authorized person</b>				
5	Name			
6	Address			
7	Telephone		E-mail Id	
<b>Information about the Manufacturer</b>				
8	Status of company (public Ltd./Pvt. Ltd.)			
9	Details of Registration of the firm /company / Supplier	Date		
		Ref No.		
10	Bank Account No/Name of Bank/Branch and Name of Account holder & I.F.S.C			
11	Locations and addresses of the Manufacturing plant (s) (in India)			
12	GST Number			
13	PAN CARD No.			
14	Valid dealerships certificate from the manufactures in case of Authorized supplier.			

### 15. Income tax returns details of the Bidder.

Financial year	Amount	Remarks, if any
2015-16		
2016-17		
2017-18		

**16. Financial Turnover of the Bidder for the last 3 financial years**

Financial year	Amount	Remarks, if any
2015-16		
2016-17		
2017-18		

**17. Details of the major contracts handled by the Bidders during the last three years in the following format**

Sl. No.	Name of Govt. Organization with address to whom previously different items supplied	Deals with		Amount of contract	Duration of contract	
		Type of material supplied	Quantity		From	To

**18. Additional information, if any (Attached separate sheet, if required)**

**DECLARATION**

A) I \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized Signatory of the manufacturers/authorized supplier mentioned above am competent to sign this declaration and execute this tender document.

B) I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them.

C) 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 prosecution under appropriate law.

Authorized Signatory

Name and Title of Signatory:

Name of firm: (seal)

**DECLARATION APPLICATION**  
**(To be submitted with Financial Bid)**

To

The District Welfare Officer,  
Kandhamal,  
Collectorate, Kandhamal  
Po-Phulbani  
State - Orissa  
PIN -762001  
Tel.No -06842253643

Ref: Tender Call Notice No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

I, the undersigned offer to supply of **SCHOOL UNIFORMS** for the boarders of the ST & SC Development Department Schools/Hostels of Kandhamal District. I am submitting herewith the financial bid with relevant documents in respect of the above mentioned tender call notice.

I hereby declare that all the information and statements made in this bid are true and accept that any misrepresentations/blacklisting contained in it may lead to disqualification.

The bid is valid for a period of one year from opening of the bid subject to the modification result from Contract negotiations. If the work has been assigned during the period of validity of the bid, I undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the terms & conditions contained in the tender document and declare that all the provisions of this Tender document are acceptable to my company/Dealership.

Further it is certified that I am an authorized signatory of my company/Firm and therefore, competent to make this declaration.

Yours faithfully

Authorized Signatory

Name and Title of Signatory:

Name of firm: (seal)

**FINANCIAL BID FORMAT**

**FINANCIAL BID FOR SUPPLY OF \_\_\_\_\_**

Name of manufacturers/ Authorized supplier.	Name of the material	Description of size/Specification.	Price Quoted (inclusive of all taxes)	Remarks, if any

Authorized Signatory [In full and initials]:

Name and Title of signatory

Name of Firm

(Seal)