

### IMPORTANT DATES

1	Date of hoisting of the bid document on website	27/12/2023
2	Date for sale of the bid documents	27/12/2023 to 06/01/2024 up to 5:00 PM
3	Last date & Time for receipt of bid documents	06/01/2024, 5:00 PM
4	Date & Time of opening of Bid document	08/01/2024, 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 2020-21, 2021-22, 2022-23 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 1,000/- in shape of DD	
12	Own manufacturing Unit	
13	Bank Account Number (Self attested Blank Cheque to be attached)	



# PANCHAYAT SAMITI OFFICE, PHIRINGIA, DIST-KANDHAMAL

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

## SHORT TENDER CALL NOTICE

No. 3817 // Date.27.12.2023

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 "Block Development Officer, Phiringia" so as to reach in this Office on or before **06/01/2024 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 envelope mentioning "Computers, Printers, Inverter & Interactive Panel for 5-T High School Transformation and Upgradation of Degree College, Higher Secondary School" over the envelopes.

The technical bid will be opened on **08/01/2024 at 11:00 AM** in the Office Chamber of the Block Development Officer, Phiringia in presence of Tender Committee Members, 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.

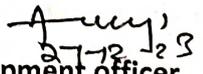
  
Block Development officer  
Phiringia

Memo No. 3818

Date 27.12.2023

Copy to DIO, NIC, Kandhamal, Phulbani 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 / Zilla Parishad, Kandhamal / All Panchayat Samiti Offices / All Tahasils for information and request to display the notice for wide publication.

  
Block Development officer  
Phiringia

**1. Scope of Work**

The scope of work comprises for supply of Computer, Printers and Interactive Panel with frame to various schools and colleges under **Phiringia Block** as per specifications of the tender notice for **Phiringia Block**. The bidders are required to submit samples of item on the date of opening of tender 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 and colleges of **Phiringia Block** within 7 days of assignment of the Order/Contract. It is mandatory to submit sample copy during the tender opening for checking quality of work.

**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. If not found bid can be rejected.

**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 2020-21, 2021-22 & 2022-23.

**4. Experience**

The Firm/ Dealer/ OEM should have experience of executing or supply of similar items of Rs. 50 Lakh of order in a year during last 5 years. Copy of work order clearly specifying the date of award contract, contracting authority, quantity, and cost of equipment's 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 50.00 Lakh

**6. Turn over**

The bidder must have an average annual turnover of Rs 50 lakh in the preceding financial years i.e FY 2020-21, 2021-22 & 2022-23. 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 1000.00 (Rupees One Thousand)** only in favor of **BDO Phiringia** in shape of demand draft payable at SBI Phiringia.

**8. EMD**

The bidder who will be selected in tender process shall submit EMD of Rs. 1% of the Bid amount (Rupees One percent of the bid amount) only in favor of **BDO Phiringia** in shape of demand draft from any nationalized bank payable at Phiringia.

**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. If not produced then bid can be rejected.

## 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 2020-21,2021-22 & 2022-23.)
ii.	The bidder should have experience of executing Supplying of aforesaid item, at least Rs 20 Lakh in a year during last three years.	GST registration certificate, copy of work order clearly specifying the date of award, contracting authority, 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 50.00 Lakh.
iv.	Financial Details of Bidder	The bidder should have an average annual turnover of at least INR 50 Lakh in each of the immediately preceding last three financial years (i.e FY 2020-21, 2021-22 & 2022-23.). 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 of Rs 1000/- (non-refundable)	Demand draft in favour of BDO, Phiringia Processing Fee Payable at Phiringia (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 BDO Phiringia, Payable at Phiringia (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	Attach self-certification/ undertaking on



- 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. If violates Bid can be rejected by the complete discretion power of Tender Authority.
- Since, timely execution of works is the essence of the contract, requests for extension of time for supply shall not ordinarily be entertained and Bid can be rejected at any moment and this is the complete discretion power of Tender Authority.
- 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. Successful bidders shall not use electricity of respective School and colleges for assembly of their instruments. If violates Bid can be rejected by the complete discretion power of Tender Authority.
- Besides, EMD, the bidder shall have to submit **performance security 5%** of the contract value in shape of Bank Draft in favor of **BDO Phiringia** drawn from any nationalized bank, payable at **Phiringia** and it should be valid beyond 12 months 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. If violates Bid can be rejected by the complete discretion power of Tender Authority.
- 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, or found to violate any afore mentioned rules and guidelines and violate the direction of Block authority during supply of materials to schools and colleges, the committee including Tender Authority reserves all rights to cancel the L1 without mentioning any reason thereof , to negotiate with the bidders in L2, L3 etc. as per the price of L1 approved rate and can go with successful bidders without any delay.

**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 if his sample copies are found to be as per the specifications and the quality is properly verified by the tender committee. If not, the tender committee can negotiate with L2 and L3 in the price of L1. And can choose them as successful bidder. Tender committee reserves all right to reject any successful bidder without mentioning any reason thereof, if found violating any afore mentioned guidelines.

**14. Bid Processing Fee**

Apart from cost of tender paper, the bidder shall submit a Bid processing fees of **Rs 1,000/- (Rupees One thousand) 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 and Colleges. A random quality verification will be conducted at the time of each delivery by technical team. 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 series of random inspection of supplied materials by the Inspection team headed by AEE and if found satisfactory as per guidelines mentioned above

**SPECIFICATION OF ITEMS**

SL. NO.	ITEM NAME	ITEMS DESCRIPTION	QUANTITY	Price limited to maximum per Unit (In Rs.)
1	Computers	All in in one HP Computer (22"/ 24"), i5 processor, 8GB Ram & 12 <sup>th</sup> Gen with Total Security.	Each	
2	Printers	EPSON Printer (M2170) Color Printer	Each	
3	Interactive Panel	LG 75" panel ( Android system, USB Touch	Each	
4	Interactive Panel	LG 65" panel ( Android system, USB Touch	Each	
5	Inverter	2KVA Inverter (Double Battery)	Each	

**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 & Signature.
- ii. Self attested copy of valid PAN No. with seal & Signature.
- iii. Self attested copy of valid GST Registration Certificate with seal & Signature.
- iv. Self attested copy of up to date (Recent) GST Return certificate with seal & Signature.

V. Self attested copy of last one Financial Year's IT Return (2020-21) / assessment year (2021-22) with seal & Signature.

Vi. Tender paper cost in shape of Demand Draft of **Rs.1,000.00**

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.1,000/-Rupees (One thousand) only** in shape of Demand Draft in favor of Block Development Officer, Phiringia Payable at **Phiringia** while submitting Bid.
- 3) The bidder should submit EMD @ **1% of the Bid amount** in shape of Demand Draft drawn in favor of BDO, Phiringia From any scheduled / nationalized bank drawn at **Phiringia**. 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 shape of Demand Draft drawn from any scheduled/Nationalized Bank, in favor of **Block Development Officer Phiringia payable at Phiringia**. 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 **06/01//2024 till 5:00 PM** at the Office of the Block Development Officer, Phiringia. Any tender received after the due date & time will be rejected / returned to the sender without opening. The tenders will be received through registered / speed post only.
- 7) The bidders are to submit their tenders in sealed covered envelopes for financial bid **"Tender for Supply of Computers, Printers and Interactive Panel with Frame for 5-T High School Transformation, Degree college & Higher Secondary Schools"**.
- 8) The sealed tender cover submitted by the tender will be opened by the **Tender Committee** in the **Office Chamber of BDO, Phiringia** on **08/01/2024 at 11:00 AM**. 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 12 months 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 requirement. per
- 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 posted 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 hereof.
- 26) The requirements are tentative and may vary. The bidder should be prepared to supply the equipments as per the requisition.
- 27) 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.
- 28) Final Placement of order for any of items included in the list is subject to decision of committee.

*Amy*  
27-12-23  
Block Development Officer  
Phiringia

## FINANCIAL BID

SL. NO.	ITEM NAME	ITEMS DESCRIPTION	QUANTITY	Price limited to maximum per Unit (In Rs.)
1	Computers	All in in one HP Computer (22"/ 24"), i5 processor, 8GB Ram & 12 <sup>th</sup> Gen with Total Security.	Each	
2	Printers	EPSON Printer (M2170) Color Printer	Each	
3	Interactive Panel with frame	LG 75" panel ( Android system, USB Touch	Each	
4	Interactive Panel with frame	LG 65" panel ( Android system, USB Touch	Each	
5	Inverter	2KVA Inverter (Double Battery)	Each	

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

### 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 bid 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