

COST OF TENDER PAPER:Rs.5000.00

DISTRICT EDUCATION OFFICE, GAJAPATI, PARALAKHEMUNDI

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**BID DOCUMENT FOR PROCUREMENT OF FURNITURE FOR SEVEN ODISHA ADARSHA
VIDYALAYA OF GAJAPATI DISTRICT**

- a) Period for Receipt of Tender Document : From 13/07/2018 to 28/07/2018
upto 4:00 PM.
- b) Date and time and venue for opening of the tender:
Date: 28/07/2018 Time 5:00PM
Venue: **Addl. District Magistrate, Gajapati,**
- c) Tender Application Form Cost: Rs.5000.00(Rs. Five thousand)only
(non-Refundable)
- d) EMD: Rs.40,000 /- (Rupees forty thousand)only
Enclosed in tender application form.(Refundable)
- e) Security Deposits: 5% of total order value to be deposited,
after selection of the bidder in tender.
- f) Date for supply of Items & Installation: **15 days** of issue of purchase order.
- g) Terms & Conditions: Annexure - A
- h) Bidders Details: Annexure – B
- i) Rate(s) Quoted: Annexure – C

General Terms & Conditions

01. **Tender Application Cost:** The intending bidder may apply by down loading bid form and document from the web site www.Gajapati.nic.in and apply accordingly along with Bank Draft for **Rs.5,000/-** (Rupees Five thousand) only which is non-refundable, & the DD should be drawn in favour of “**DEO, Gajapati, Paralakhemundi**” payable at Gajapati as cost of the tender application cost.
02. **Place and Date of receiving the tender:** Tender shall be received at District Education Office, Gajapati, Paralakhemundi through Speed Post/Registered Post only in the office on or before **Dt. 28 / 07 / 2018 at 4.00 pm** and the sealed envelope superscribing “**Tender For Items mentioned in Annexure-C**” to District Education Office, Gajapati, Pin: 761200, Dist: Gajapati, Odisha.
03. **Opening of Date:** - The sealed documents shall be opened at the office of the **ADM, Gajapati, Paralakhemundi on 28 / 07 / 2018 at 3:00 PM** in presence of bidders or their authorized representatives and the Purchase-cum-Technical Committee. The authority reserves the right to cancel/reject all or any /part of the notice without assigning any reason thereof. In case of any unavoidable circumstances, if the tender could not be opened on the scheduled date, then next date will be communicated to the bidders as per decision of the authority.
04. **Rate (s) Quoted :** Regarding the items is furnished at **Annexure-C**, no deviations from the specifications/quality are allowed.
05. **Service Network:** The intending bidder should have direct service centers at Gajapati in case of support through service partner’s details of customers supported by the services partners to be attached.
08. **GST Clearance:** The intending vendor should submit the photocopy of the sales tax Regd. No. and up to date GST clearance certificate (Odisha), PAN Card with original bid document.
10. **Authorization:** The bidder should submit the photocopy of authorization for supply of the tender items.
11. The intending bidder should submit an affidavit in non judicial stamp paper that the bidder has not been **Black listed** by any Govt. organization.
12. **Price:** Price quoted by the bidder should be as per EP&M rate including of all (GST) Tax and other expenditure till the items will accepted at concerned OAVs of Gajapati District.

13. **Catalog:** The bidder should submit the catalogue (design & drawing) of the Dual Desk, Class Teacher Table(5"×3") & Class Teacher's Chair along with bid documents.
14. **EMD:** The intending bidder should submit the EMD of Rs.40,000/- (Rupees Fourty Thousand) only in shape of Bank Draft drawn in favour of "DEO, Gajapati, Paralakhemundi" payable at Gajapati along with bid documents and the EMD of unsuccessful vendors will be refunded within a period of 30 days after finalization of the tender paper.
15. **Performance Security:** The successful bidder has to furnish performance security @ 05% in shape of Bank Draft/Bank Guarantee within three days from the date of receipts of acceptance letter. The Security amount shall be refunded after 30days on completion of the warranty period & EMD will be refunded 90 days beyond the validity period of the tender.
16. **Agreement:** The selected bidder will have to sign an agreement with the undersigned for execution of supply of items at concerned OAVs of Gajapati District.
17. **Date & Place of delivery:** The successful bidder shall deliver and install all sets of items at Concern OAVs within 30 (Thirty) days from the date of the issuance of order.
18. **Penalty:** If the proposer fails to deliver & fix the items within 15 days they will be imposed a penalty of 0.5% of the order value for the late of each week delay or part there of subject to maximum of 2% of value of the late delivered items.
19. **Forfeiture of EMD:** If the selected bidder fails to execute the agreement or deposit the required performance security within the prescribed date after being intimated, its EMD will be forfeited.
21. **Payment:** 100% of the billing amount will be paid through A/c payee cheque only after submission of delivery challan, stock entry certificate & installation certificates by the Principal OAVs concerned at O/o DEO, Gajapati & No advance payment will be given to selected bidder.
22. **Insolvent:** The authority may at any time terminate the contract by giving written notices to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter.
23. **Jurisdiction:** Any dispute arising in respect of the Bid shall be instituted within the jurisdiction of Gajapati, Odisha only.

Date: 13/7/18


District Education Officer,
Gajapati, Paralakhemundi

APPLICATION FORM FOR BIDDING
(details of the Applicant/Bidder)

1. Name of Registered bidder :-
2. Name of Authorized Person:-
3. Address:-
4. Contact No:-
5. PAN No (encl.Photocopy):-
6. GST No (encl. Photocopy) :-
7. GST Clearance Certificate No with date:-
8. Cost of Tender Paper details:-
 DD.No _____/Bank _____/
 Amount Rs. 5,000/- dated _____
9. EMD amount in details:-
 DD.No _____/Bank _____/
 Amount Rs.40,000/- dated _____
10. Cost of the total Tender Work : Rs. _____ [Rupees _____
 _____] only
11. Brand/ Type of the Product:- _____
12. Enclosed
 - i) Xerox copy of PAN Card .
 - ii) Xerox copy of GST Clearance certificate
 - iii) Draft for cost of Tender paper
 - iv) Draft for EMD
 - v) Photo copy of Registration certificate
 - vi) Authorization Certificate for bid application
 - vii) Catalogue of the model & specification
 - viii) Affidavit in non-judicial stamp paper the bidder has not been block listed by any Govt. organization.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Date:

Seal & Full Signature of the Vendor

Annexure – C

Rate(s) Quoted:

Sl no.	Items	Unit	Specification (Good Quality & Standard size)	Amount (Inclusive of all taxes, (GST) transportation, Fitting & etc) the EP&M rate may be quoted as per the size and quality.	
				In Figures	In Word
OAVs					
1.	Dual Desk	280			
2.	Class Teacher Table(5''*3'')	14			
3.	Class Teacher's Chair	14			

Note:

Total Number of Items Required: Above items required for OAVs (Model Schools).

Seal & Full Signature of the bidder