

COLLECTORATE: GAJAPATI: PARALAKHEMUNDI
(SEBC SURVEY)

L. No: 14 /OSCBC

Dated: 30/03/2021

SHORT QUOTATION CALL NOTICE

Sealed quotations in enclosed format are invited from the intending Firms/ Suppliers of Hoardings and Flex Banners for hiring of services/supply of the articles/execution of works for wide publicity of the programme and to make the SEBC people aware of the survey of Social and Educational condition of the people belonging to backward classes in Gajapati District. The details of the articles to be supplied/ works to be executed, approximate quantity of materials to be procured etc. are given at **Annexure-I.**

<u>SCHEDULE OF EVENTS</u>	
1. Publication of Tender:	30-03-2021
2. Last date for receipt of Bids:	06-04-2021 (By 5.00 PM)
3. Opening of General Bids:	06-04-2021 (6.00 PM)
4. Notification of qualified bidders based on General Bid evaluation	06-04-2021. After finalization of Process of General Bid Evaluation.
5. Opening of Financial Bid	06-04-2021. After Notification of qualified bidders based on General Bid evaluation.

The tender documents are available in the Gajapati District website: gajapati.nic.in . Interested bidders can download the tender documents from the district website and submit the bid duly filled in the format enclosed herewith vide **Annexure-II.** **There is no need to deposit EMD or Tender document cost by the bidders.** But the finally selected bidder/firm shall deposit a performance security of Rs.20000/- (Rupees Twenty thousand) only in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank in an acceptable form in favour of Collector, Gajapati.

The bidders are advised to visit frequently the district website i.e. gajapati.nic.in or contact District Welfare Office, Gajapati to track any modifications/ corrigendum etc. or to know the samples of articles in this connection.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **06-04-2021 by 5.00 PM.** No tenders will be received after due date and time.

Collector, Gajapati reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers separately for General Bid & Financial Bid (both in one cover) by the due date only by Speed Post/ Regd. Post in the address of "The Collector, Gajapati"/ shall be dropped in the assigned drop Box kept at the Office of the District Welfare Officer, Gajapati.

**Collector & District Magistrate,
Gajapati.**

Terms and Conditions:

1. The interested supplier/ firms should submit each of their general Bids and Financial Bids separately in separate sealed envelopes and both the sealed envelopes should be enclosed in another big envelope for correspondence to the Office of DWO, Gajapati. All the pages of the tender papers should be signed with seal of the firms/ agencies.
2. The sealed envelope containing the proposals must be delivered to the Office of "The DWO, Gajapati" by registered post/ speed post/ shall be dropped in the assigned drop box kept at the Office of DWO, Gajapati only. Bids received after due date will not be entertained and shall liable for rejection.
3. There is no need to deposit EMD or Tender Document Cost by the bidders. The bidders can download the bid documents from the District website gajapati.nic.in.
4. The finally selected bidder/firm shall deposit a performance security of Rs.20000/- (Rupees Twenty thousand) only in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank in an acceptable form in favour of Collector, Gajapati. The performance security amount will be refunded to the bidder after completion of assigned task/ supply of materials completely.
5. Photocopy of valid PAN CARD, GSTIN registration certificate, IT return document (s) of last three years 2017-18, 2018-19 & 2019-20 must be enclosed by the bidder along with their proposals.
6. Any legal dispute arises out of this is subject to jurisdiction of Gajapati only.
7. The bidders shall submit the sample of each item at the time of opening of the tender before the procurement committee for verification of quality.
8. The bidder should have not been blacklisted by any Government organization. If found later on, action shall be initiated against the firm as per the law.
9. The successful bidder shall not assign or sublet the contract to any other firm.
10. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the Collector, Gajapati will take action as deemed fit.
11. The Collector, Gajapati reserves the right to accept or reject any or all the quotations without assigned any reason thereof and also has the right to allot / distribute the work to L2 supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
12. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Gajapati will have the right to cancel the order/ contract without assigning any reason thereof and nothing will be paid by this office in that event and the Performance Security amount will also be forfeited.
13. The transportation cost of materials will be borne by the supplier.

14. The decision of Procurement Committee formed by the Collector, Gajapati on selection/ rejection of bidders would be final basing on the quotation submitted by the bidders and the quality of items to be supplied by them.
15. The purchase order shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The Procurement Committee shall also not to be bound to accept the lowest rate, but the acceptance of the quotation shall be based on quality of materials and as per requirement to meet the purpose as examined by the Procurement Committee.
16. The Bids are liable to be rejected if any of the above conditions are not complied with proper manner.
17. The approximate quantity of materials to be procured is given at **Annexure-I**. The quantity of materials to be procured may vary as per actual requirement.
18. **The prices quoted should be excluding of Taxes. The bidders shall clearly mention all applicable taxes along with percentage (%) of Tax in the appropriate column of the format given at Annexure-II.**
19. Payment will not be made to the selected firm if the firm supplies materials other than the samples produced /mentioned in the proposal by him/ their firm during the process of evaluation of the bids.

Other Important Terms and Conditions towards making payment:

1. Payment to the selected firm for supplying Flex banners will be made only after delivery of all items (with segregation)/ completion of all assignments and on submission of bill by the selected firm to this office.
2. Payment towards preparation and installation of Hoardings will be made only after installation of all Hoarding at the places as mentioned at Annexure-I as per decision of this office/ officers concerned. A certificate from the concerned officer/a officer deployed from this office to ensure regarding installation of Hoardings of the particular specification /with nos. as per supply order must be obtained by the selected bidder and submitted to this office along with Bill for the same/ a official will be deployed to ensure the same.


Collector & District Magistrate,
Gajapati.

Memo No. 15 / OSCBC

Dated: 30 /03/2021

Copy to the Sub-Collector/ all BDOs/ all Tahasildars/ Executive Officer of Municipality, Paralakhemundi/ NAC, Kashinagar for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to DIO, NIC, Collectorate, Gajapati, for information and necessary dissemination of the information/quotation in the District website.

Copy to Notice Board, Collectorate, Gajapati.


Collector & District Magistrate,
Gajapati.

Memo No. 16 / OSCBC

Dated: 30/03/2021

Copy to the Additional District Magistrate, Gajapati/ Treasury Officer, District Treasury, Gajapati/ DWO, Gajapati (all members of the Purchase Committee) for information and necessary action.

~~Collector & District Magistrate,
Gajapati.~~

Memo No. 17 / OSCBC

Dated: 30/03/2021

Copy submitted to the Member Secretary, Odisha State Commission for Backward Classes, Toshali Bhawan, A-2 Block, 6th Floor, Satya Nagar, Bhubaneswar for kind information.

~~Collector & District Magistrate,
Gajapati.~~

Annexure-I

Requirement of Hoardings, Flex Banners at District/ Municipality/ NAC/ Block/ G.P. / Survey Center levels.

Level	Hoarding Size	Quantity	Flex Banner Size	Quantity
District Hqrs.	150 Sqft. 15 ft.×10 ft.	5 per District/ Hqrs.		
Block/ ULB (NAC/ Municipality)	100 Sqft. 12 ft.× 8 ft.	1 per Block/ ULB Office	18 Sqft. 6 ft×3 ft.	5 each
G.P./ ULB Ward (NAC/ Municipality)	50 Sqft. 10 ft. × 5 ft.		18 Sqft. 6 ft.× 3 ft.	a) 1 per G.P. Hqrs. b) 1 per village c) 1 per Fair Price Shop d) 1 per Survey Center e) 1 per ULB Ward

* Further details of the requirement of materials will/may be given during the process of evaluation of bids.

Annexure-II

FORMAT FOR QUOTATION

(To be submitted in a separate envelop)

Quotation Call Notice No.

Name of the Supplier/ Firm/ Agency:

Address of Supplier/ Firm/ Agency:

PAN No.

GSTIN No. of Supplier/ Firm/ Agency:

Rate Quoted for required items:

Name of the article/ material	Specification, if any	Rate to be quoted for	Rate (in Rs.) (Excluding of Taxes)	Applicable Taxes with Percentage (%)
Hoarding of Size: 150 Sqft. 15 ft.×10 ft.		1 piece		
Hoarding of Size:100 Sqft. 12 ft.× 8 ft.		1 piece		
Hoarding of Size: 50 Sqft. 10 ft. × 5 ft.		1 piece		
Flex Banner of Size: 18 Sqft. 6 ft. × 3 ft.		1 piece		

*The bidders are advised to add rows for quoting different rates for different quality of materials for a particular item. The size of the materials will not be changed.

*The bidders are advised to quote rates for all sizes of Hoardings including the cost of installation of the Hoardings at different places as mentioned at Annexure-I as per decision of this office/ officers concerned.

*It is informed to all the Bidders that all the Hoarding items shall be installed by the selected firm at different places as mentioned at Annexure-I as per decision of this office/ officers concerned. But all the Flex banners shall be delivered by the selected firm to this office i.e. at Collectorate, Gajapati, Paralakhemundi.

*The selected bidder must segregate the flex banners for different Blocks/ ULBs before delivery. The detailed list of Block/ ULB wise flex banners to be supplied will be informed to the selected bidder by this office.

Name & Full Signature of the Bidder