

SHORT TENDER CALL NOTICE

Sealed quotations are invited in the prescribed form from interested reputed Manufacturers / Authorized Dealers for supply of Utensils to the ST & SC Development Department Hostels functioning under District Welfare Office, Gajapati which shall conform the terms and condition (Annexure-I). The sealed quotations should reach the undersigned on or before **31.03.2021 by 5.30 PM** through **Registered post/Speed post only** and will be opened on **05.04.2021 at 11.00 AM** in the Office Chamber of DWO, Collectorate, Gajapati, Paralakhemundi in the presence of the bidders or their authorized representatives. The detailed terms and conditions and General bid information can be downloaded from the Gajapati District websites i.e. www.gajapati.nic.in.

Sl. No.	Name of the Items & its description with rate	Brand	Rate to be quoted
01	Aluminum Dekchi (Topia) with lid 60 size		per KG
02	Aluminum Dekchi (Topia) with lid 56 size		per KG
03	Aluminum Dekchi (Topia) with lid 48 size		per KG
04	Aluminum Dekchi (Topia) with lid 46 size		per KG
05	Steel bucket 8 ltr. Water capacity 13 size		per KG
06	Steel Jug 1 Ltr. Capacity without handle		per KG
07	Aluminum Kadhai - 18 radius		per KG
08	Steel Glass - 200 ml. water capacity		per KG
09	Steel Tray (15 x 12)" 5 cups		per KG
10	Steel Basin - standard size		per KG
11	Pressure Cooker 22 Ltr. capacity		Per Piece
12	Steel drum 50 ltr. Water capacity with cover		per KG

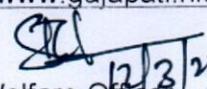
The undersigned reserve the right to reject any or all the quotations without assigning any reason thereof.

Memo No. 624/2021

Collector, Gajapati

Date: 12/3/2021

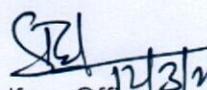
Copy along with soft copy in PDF file to the District Informatics Officer, NIC, Gajapati for information and web hosting the same in the Gajapati District website www.gajapati.nic.in


District Welfare Officer,
Gajapati

Memo No. 625/2021

Date: 12/3/2021

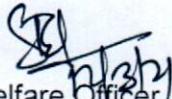
Copy to the Executive Officer, Paralakhemundi Municipality/NAC Kasinagar for information and necessary action. They are requested to display the same in their office notice board for wide publicity.


District Welfare Officer,
Gajapati

Memo No. 626 /2021

Date. 12/3/2021

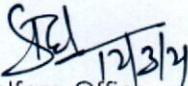
Copy to the all Block Development Officers / Tahasildars of Gajapati District for information and necessary action. They are requested to display the same in their office notice board for wide publicity.


District Welfare Officer,
Gajapati

Memo No. 627 /2021

Date. 12/3/2021

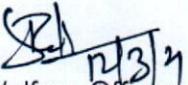
Copy submitted to Additional Magistrate, Gajapati / Project Director, DRDA Gajapati Sub-collector, Paralakhemundi/ Project Administrator, Paralakhemundi for information and necessary action. They are requested to display the same in their office notice board for wide publicity.


District Welfare Officer,
Gajapati

Memo No. 628 /2021

Date. 12/3/2021

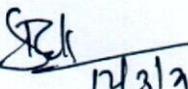
Copy submitted to the members of Tender Committee for information and necessary action. They are requested to attend the Tender Committee meeting on 05.04.2021 at 11.00 AM at Office Chamber of DWO, Collectorate, Gajapati, Paralakhemundi.


District Welfare Officer,
Gajapati

Memo No. 629 /2021

Date. 12/3/2021

Copy to Asst. Collector to Collector-cum-Chairperson, Gajapati for favor of kind information of the Collector.


District Welfare Officer,
Gajapati

TERMS AND CONDITIONS:

1. The document from quotation containing general bid information and terms & conditions can be downloaded from the district website www.gajapati.nic.in. from **12.03.2021** to **30.03.2021** Up to 05.30 PM. The bidder should deposit **Rs.1,000/-** (Rupees One Thousand) only in shape of account payee bank draft drawn from any nationalized bank in favor of District Welfare Officer, Gajapati, Paralakhemundi and payable at Paralakhemundi towards cost of Tender Paper.
2. The sealed documents should reach the undersigned on or before **31.03.2021** by **05.30 P.M.** by Registered Post/Speed Post only and will be opened on **05.04.2021** at **11.00 A.M.** in the Office Chamber of DWO, Collectorate, Gajapati, Paralakhemundi in the presence of the bidders or their authorized representatives.
3. The Tender paper is to be addressed to the District Welfare Officer, Gajapati and on the top of the cover should be super scribed "Tender paper for supply of "Utensils"
4. The Bidder should deposit an amount of **Rs.60,000/-(Rupees Sixty Thousand)only** towards EMD in shape of Bank Draft duly pledged in favor of District Welfare Officer, Gajapati. The quotations submitted without EMD will be rejected. After completion of tender process the EMD will be refunded to the unsuccessful bidders.
5. The Technical Bid and Financial Bid sheet should be filled up legibly without any correction/over writing. The rates should be written both in words and figures in the quotation. The Financial Bid should be submitted in a separate envelope and on the top of the cover should be super scribed "Financial Bid"
6. The rates quoted should be inclusive of all taxes, loading and unloading, transportation charges to the District Head Quarter Paralakhemundi point as per supply order.
7. The successful Authorized Dealers/ Manufacturers should supply the materials within 30(Thirty) days time from the date of issue of order by the undersigned, failing which the order shall be stand cancelled automatically.
8. The supplier has to bear the loss or damage if any during the transit of materials to the concerned office.
9. The interested Manufacturers /Authorized Dealers submitting Quotations should have upto date returns under different Tax provision (GST, IT etc.) The Bidder should submit the copy of valid GST registration certificate, upto date GST Clearance and Income Tax Return and PAN Card along with the quotation paper.
10. Payment shall be made by District Welfare Officer, Gajapati against the successful delivery of the materials and submission of bill.
11. The quotations received beyond the stipulated date and time and incomplete quotations in any respect shall not be taken into consideration and liable for rejection. The undersigned shall not be responsible for any postal delay.



12. The competent authority is not bound to accept the lowest tender and may reject any or all the tenders without assigning any reason thereof.
13. The samples of materials should be produced at the time of opening of the quotation for consideration by Purchasing Committee. One bidder should quote only one rate and produce only one sample as per the bidding rate. The samples which are approved by the Committee will be retained till completion of the order another non-approved samples will be returned back to the suppliers.
14. The quality of materials to be supplied will be same & equal as per samples approved by the Committee.
15. After the delivery at the destination, samples of the item shall be compared with the master sample. In case of failure to supply indented items or there is deviation in specification, the supplier shall be notified to take back the consignment and the EMD will be forfeited along with other legal actions as may be deemed appropriate.
16. The undersigned reserves the right to reject or cancel any or all quotations without assigning any reason thereof.
17. Eligibility Criteria for Tenderer:
 - a. The Quotationer shall be a manufacturer or dealer of the specified item.
 - b. Annual Turnover shall not be less than Rs.60 Lakhs in each of the last three years. The bidder should submit the Audit Report / Balance Sheet duly certified by Chartered Accountant for the Financial Year 2017-18, 2018-19 and 2019-20.
 - c. Must have registered under GST.
 - d. Must have valid Manufacturing License issued by competent authority in case of manufacture-bidder.
 - e. Must not be under declaration of ineligibility.
 - f. Outside manufacturers who do not have any branch inside Odisha and have not made any transaction inside Odisha but are participating in the tender shall produce an affidavit to that effect.
 - g. All the document copies submitted with the quotations should be self-attested by the quotationer.

Collector, Gajapati

TENDER DOCUMENT FOR SUPPLY OF UTENSILS

TECHNICAL BID

1	Name of Manufacturers /Authorized Dealers			
2	Address for correspondence: (With Tel. No. /Fax. No. with STD code, Mobile)			
3	Photo copy of Certificate of registration with sale tax authorities (Self-attested photo copy of GST certificate shall be attached)			
4	PAN No.			
5	Annual Financial Turn over (Rupees in Lakhs)	2017-18	2018-19	2019-20
6	Self-attested copies of Income Tax Returns (Acknowledgement) for the Financial Year 2017-18, 2018-19 & 2019-20 to be attached.			
7	Self-attested copies of GST clearance for December-2020 to be attached			
8	Particulars of E.M.D. deposited			
9	Cost of Tender Document			

Signature of Tenderer

TENDER DOCUMENT FOR SUPPLY OF UTENSILS

SELF DECLARATION

Date:

Ref:

To

Collector, Gajapati (Welfare Section)
Gajapati Collectorate, Paralakhemundi
Odisha, Pin-761200

In response to the tender notice no. _____ Dtd: _____ Ms. /Mr. _____
as a _____, I / We hereby declare that our company is having
unblemished past record and was not declared ineligible for corrupt & fraudulent
practices either indefinitely or for a particular period of time.

Signature of the Bidder

Date

Place

TENDER DOCUMENT FOR SUPPLY OF UTENSILS

Letter of authorization

Date:

Ref:

To

Collector, Gajapati (Welfare Section)
Gajapati Collectorate, Paralakhemundi
Odisha, Pin-761200

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the Company in dealing with invitation reference No. _____, Dtd: _____. She /He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Signatory

Signature of the Bidder

Representative's Signature

Signature attested

TENDER DOCUMENT FOR SUPPLY OF UTENSILS

ACCEPTANCE OF TERMS & CONDITIONS

Date:

Ref:

To

Collector, Gajapati (Welfare Section)
Gajapati Collectorate, Paralakhemundi
Odisha, Pin-761200

I have carefully gone through the Terms & Conditions contained in the Tender Notice [No. _____] regarding supply of Utensils.

I declare that all the provisions of this tender Document are acceptable to my company, I further certify that) am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of the Bidder

Date

Place

**TENDER DOCUMENT FOR SUPPLY OF UTENSILS
FINANCIAL BID
(Should be submitted in a separate Envelop)**

1. Name :
2. Address for correspondence:
(With Tel. No. /Fax. No. with STD code)
3. Specification of Product

4. Financial Bid

Sl. No.	Name of the Items & its description with rate	Brand	Unit	Rate to be quoted
01	Aluminum Dekchi (Topia) with lid 60 size		per KG	
02	Aluminum Dekchi (Topia) with lid 56 size		per KG	
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12	Steel drum 50 ltr. Water capacity with cover		per KG	

5. Mode of transportation of item, if selected
(Items to be delivered at District Head quarters Paralakhemundi)
6. Warranty period of the item to be supplied

Signature of Tenderer