



## OFFICE OF THE DISTRICT RURAL DEVELOPMENT AGENCY, GAJAPATI

No. 3445 /DRDA

Date: 06.09.2019

### TENDER CALL NOTICE

Sealed Tenders are invited from local intending reputed and approved registered Firms having GST for supply of various office stationery items/electrical appliances & IT / Toilet items for DRDA / DPRC Building, Paralakhemundi as per the description below. The tender Paper along with details specification will be available in the Office of DRDA/ Zilla Parishad, Gajapati during office hour.

The tender paper can be downloaded from the district website [www.gajapati.nic.in](http://www.gajapati.nic.in) where the details of specification are available. The downloaded tender documents duly filled in will be accepted during office hour 10.00 AM. to 5.00 PM from 06.09.2019 to 20.09.2019. The last date for submission of Tender paper is on 20.09.2019 (1.00 PM) and the same will be opened on same day at 3.30 PM. The undersigned has reserves the right to cancel the Tender wholly or partially without assigning any reason thereof.

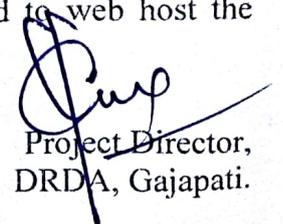
  
Project Director,  
DRDA, Gajapati.

Memo No. 3446 /DRDA

Dated. 06.09.2019

Copy to Dy. Collector, Nizarat, Collectorate Gajapati/ all District Office / all BDOs, & Tahasildar to affix the tender call notice in their notice board for wide publicity .

Copy to DIO, NIC, Gajapati for information and he is requested to web host the tender call notice in the District website.

  
Project Director,  
DRDA, Gajapati.

## TERMS AND CONDITIONS

The Tenderers are requested to submit the tender as per the Terms and Conditions given below can be downloaded from the district website [www.gajapati.nic.in](http://www.gajapati.nic.in) from 06.09.2019 to 20.09.2019 up to 1.00 PM. The tenders not prepared as per our terms detailed below are liable for rejection.

1. Sealed tender for the supply of the articles shown in the attached statement are invited
2. 20.09.2019 by all means. The tender should be sent under strong sealed cover marked as "Tender for the supply of \_\_\_\_\_" and not by the name. The date of opening will be on 20.09.2019
3. The rate should include excise Duty, SGST, CGST and any other taxes or imposition whatever liable in respect of the supplies from the date of tender or the end of contract period. The office will not pay delivery charges.
4. The undersigned doesn't bind himself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he/she may decide.
5. On acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender.
6. **E.M.D:**

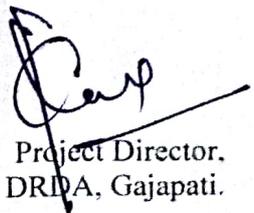
The Tender document shall accompany with Rs 2000/- an Earnest Money Deposit (EMD) of each item noted at Annexure-A , Annexure -B and Annexure-C without which the tender shall be rejected. The Earnest Money Deposit should be made available in the form of DD/ Banker's Cheque in favour of "Project Director, DRDA, Gajapati " drawn in any nationalised bank payable at Paralakhemundi drawn in any nationalised bank and payable at Parlakhemundi along with the sealed covers of Tenders.

- a) Unsuccessful Tenderers E.M.D will be refunded back as promptly as possible on written application, but not later than thirty (30) days after the expiry of the period of Tender validity. The successful Tenderers E.M.D shall be discharged upon furnishing of the Performance guarantee on written application.
- b) The E.M.D may be forfeited due to following reason:
  1. If the Tenderers withdraws tender during the period of Tender validity specified by the Tenderer in the Tender form.
  2. In case of failure to supply the materials/ equipment during the contractual delivery period.

### 7. Security Deposit:

The successful Tenderer should deposit the 5% of the estimated amount of Security Deposit of each items in shape of Bankers Cheque/Draft infavour of Project Director, DRDA, Gajapati " any Nationalised bank drawn at Paralakhemundi infavour of purchaser.

8. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
9. The rate quoted by the contractor shall hold up to March 2020. No amount amendment in the rate during the period of supplies will be accepted. For the branded item, if there would be some free gift schemes, marked on the packing, the same would be liable to be supplied with the articles on free of cost also.
10. In no case the payment will be made above maximum retail price(MRP).
  - a. The GST bill is to be furnished along with the supplied article with the supplier or his representative.
  - b. Without verification of the item/articles the bill will not be entertained.
11. Office is not binding upon to place supply orders for all the listed items in the tender specifications. The supply orders will be placed to the approved parties as per the actual need of the office during the valid period of tender and according to the budgetary provisions. The tenderer will not have any claim on this for non procurement of items if any out of the approved items.
12. Tender which do not comply with the above conditions are liable to be rejected.
13. The sealed tender should invariably contain-
  - a. Copy of GSTIN of concerned firm
  - b. Lowest rate as well as term of supply if any
  - c. Signature of the authorised persons on all pages with date.
14. Terms and conditions of tender paper must be submitted with the leased tender duly signed by the proprietor with seal in every page.
15. Local Purchase Committee will verify the samples as well as rates and decide the same according to requirement and budgetary provision of the office.
16. Delivery of the items is the sole responsibility of the tenderer irrespective of the number of items placed.

  
Project Director,  
DRDA, Gajapati.

**N:B This terms and condition paper must be deposited along with the tender documents duly signed by the proprietor of the firm in every pages.**

SELF DECLARATION FORM

Name of the Purchaser: \_\_\_\_\_

Tender Notice No: \_\_\_\_\_

Sir,

1. I/we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debaring actions against us for any default in supply of material / equipments or in the performance of the contract entrusted to us in any of the Government Officers or Private Organizations of India.

2. In the event of any such information of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the tender stage, my tender/ contract shall be liable for cancellation / termination without any notice at the sole discretion of the purchaser.

Yours faithfully,

Place:

Date:

Signature of the Tenderer

With seal

(This form shall be duly filled-up and signed by the Tenderers & submitted along with the original copy of the Tender.)

**DECLARATION BY THE TENDERER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the Tender personally/ under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will a Tenderere by the conditions of the terms and conditions This is also certified that our manufacturing firms have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature :

Date :

Name:

Address :

Designation :

**Annexure -A**

**Tender for supply of Toilet items**

Name and address of the firm; \_\_\_\_\_

GSTIN No \_\_\_\_\_ valid up to \_\_\_\_\_

Sl.No	Name of the article	Specification	Discounted rate on MRP
1	Phenyl	Dolphin Ujjala White-1000 ml	
2	Lizol	500 ml - Floral	
3	Harpic	650 ml power plus	
4	Room freshner	Lia of all fragrance	
5	camphor	LEO -20gms pack	
6	odonil	2X freshness with odour buster- 200gm	
7	Godrej aer packets	Bright tangy pack	
8	Dettol handwash large Dettol handwash small	200 ml skin care 100ml squeezy pack	
9	Coolin	500 ml shine booster	
10	Mosquito hit	400 ml black hit	
11	Dettol soap	42 gm soap	
12	Napkin	Good quality	
13	Tissue papers	Good quality	

Total number of corrections;

Signature of the supplier

Total number of over writings:

Address:.....

Seal:.....

**Tender for supply of office stationery items**

Name and address of the firm; \_\_\_\_\_

GSTIN No \_\_\_\_\_ valid up to \_\_\_\_\_

Sl.No	Name of the article	Rate quoted
1	A4 paper	
2	Legal Papers	
3	Alpins	
4	Eraser	
5	Pencil	
6	Whitener	
7	CD marker Of all types	
8	Binding Registers – all size	
9	Cash Book	
10	Cobra files	
11	Attendance registers	
12	Issue register	
13	Receive register	
14	Index register	
15	Log book	
16	File register	
17	Printed fly leaf	
18	Tags	
19	Notesheets- First and second page	
20	Page marker/Flags- wide/narrow	
21	Stapler (small and large size) No 10 & No 24/6 Stapler pins	
22	Punching machine-single & double	
23	Plaster/Cellotap of all sizes	
24	Luxor note pads	
25	Luxor hitech pens	
26	Stamp box	
27	Highlighter	
28	Envelopes of all sizes Parcel covers Cloth covers	
29	Govt. calenders (Large & small)	
30	Gum	
31	Flat files	
32	Guard files	
33	folders	
34	Pen stand	
35	Steel scale/plastic scale	
36	Calculator	
37	Paper weight	
38	Color sketch	
39	Rubber bands	

40	White board White board marker and duster	
41	Paper clips	
42	Rubber stamp	
43	Budkins	
44	Locks	
45	Glasses	
46	Serving tray, cup set, succours	
47	Fax roll	
48	Catridge refilling New catridge for multiprinter/ hplaserjet	
49	Pendrives	
50	Mouse pads	
51	Plastic tray	
52	Pencil Battery (NIPPO) AA 1.5 V & AAA 1.5 V	

Total number of corrections;

Total number of over writings;

Signature of the supplier

Address:.....

Seal:.....

Annexure -C

**Tender for supply of electrical appliances & IT items**

Name and address of the firm; \_\_\_\_\_

GSTIN No \_\_\_\_\_ valid up to \_\_\_\_\_

Sl.No	Name of the article	Specification	Rate quoted per unit
1	Ceiling fan	1600 mm (Havels white)	
	Ceiling fan	1400 mm (Havels white)	
2	Exhaust fan	Havels 24 inches	
3	Tubelights		
4	Round ceophile LED bulbs		
5	Switch boards of all size		
6	Switches		
7	Copper wire		
8	Wiring pipes		
9	MCB		
10	Distilled water		
11	Calling bells	Wireless	
12	Panel board		
13			

Total number of corrections;

Total number of over writings:

Signature of the supplier

Address:.....

Seal:.....