

ZILLA PARISHA,GAJAPATI, GAJAPATI, PARALAKHEMUNDI

Letter No- 620 /

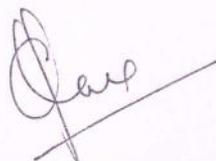
Date: 08.02.2018

TENDER CALL NOTICE

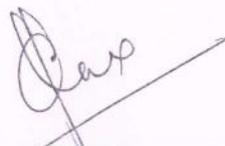
Sealed Tenders are invited from intending reputed firms/order suppliers/Manufactures/ Authorized Dealers/ Agencies/DGST &D approved registered Firms having GST Registration No & Valid Pan for supply of various Furniture, A.C, Stabilizer, Dustbin for installation and use in the District Panchayat Resource Centre (DPRC) Building, Paralakhemundi with quality and specification as mentioned there in as given below. The Tender Paper along with details specification will be available in the Office of DRDA/ Zilla Parishad, Gajapati during office hour.

The undersigned reserves the right to cancel the Tender wholly or partially without assigning any reason thereof.

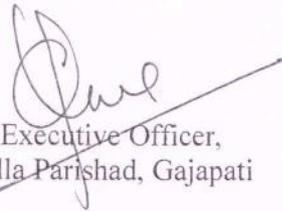
Sl.No.	Items	Brand/Company	Specification	Appx.Qty. (Nos.)
1	Executive Table	Godrej	Maestro Main Desk With ERU With Joining Table RHS with Mobile Pedestal	1
2	Book case unit with flexible Shelves	Godrej	Maestro Back Unit Oxford Cherry	1
3	Executive Chair	Godrej	Leoma Mid Back (9M02 A) with head rest	1
4	Visitors Chair	Godrej	Leom Visitor (9M12 A)	6
5	Sofa (2 +1 +1)	Godrej	Petal	1
6	Cafe Table	Godrej	Acura Wengue Plus	1
7	Cupboard	Godrej	Display Expo Large Walnut	1
8	Single bed	Godrej	Opal	1
9	Dinner Chair	Godrej	Lisa Plus	2
10	Dining Table	Godrej	Leo Plus	1
11	Table	Godrej	Enterprise 1500 with CPU Hanger	7
12	Chair	Godrej	Poise	1
13	Chair	Godrej	PCH 7112R	6
14	Conference Table 10 Seater	Godrej	Ideat with Wire Manager	10



15	High Back Chair	Godrej	Ventilo	10
16	Dustbin	Nilkamal, Ankur, Cello, Mochen	12X16 perforated	28
17	Bed	Godrej	Terra King	1
18	Bedside Table	Godrej	Zurina	1
19	Wardrobe	Godrej	Zurina 3Dr	1
20	Chairs	Godrej	7004 NonRevolving with Full Desklet	60
21	Chair for Podium	Godrej	PCH 9U12R	4
22	Table	Godrej	Enzo4525 (1350 x 750 x 750)	1
23	White board	-	8' x 4'	1
24	Conference Table	Godrej	Senate with wire manager	43
25	Conference Table for Podium	Godrej	Senate	5
26	High Back Chair for Podium	Godrej	Ventilo	5
27	Chair	Godrej	PCH 7112R	43
28	Staff Room	Godrej	Modular Furniture	6
29	High Back Chair	Godrej	Ventilo	6
30	Executive Desk	Godrej	Trident Middle with ERU	2
31	Executive chair	Godrej	Pulse Chair with Headrest	2
32	Visitors Chair	Godrej	PCH 7112R	6
33	Shelved Cabinets	Godrej	Gain 450 Main Unit	2
34	A.C.	Godrej/Hitachi/L.G./Voltas	1.5 Ton.	15
35	A.C.	Godrej/Hitachi/L.G./Voltas	2 Ton	7
36	Stabilizer	Godrej/ V Guard	170-270 V	22
37	Plastic Chair	Nilkamal/Cello/PRIMA/Century/ Supreme	With Arms	20
38	Plastic Table	Nilkamal/Cello/PRIMA/ Century/ Supreme	Round	1



The tender paper can be downloaded from the district website www.gajapati.nic.in where the details of specification are available. The downloaded tender documents duly filled in with cost of tender document of Rs. 5000/- Banker's cheque/ Demand Draft in favour of "Executive Officer, Zilla Parishad, Gajapati drawn in any nationalised bank payable at Paralakhemundi will be accepted during office hour **10.00 AM. to 5.00 PM** from **09.02.2019 to 22.02.2019**. The last date for submission of Tender paper is on **22.02.2019** (1.00 PM) and the same will be opened on same day at **4.00 PM**. The undersigned reserves the right to cancel the Tender wholly or partially without assigning any reason thereof.


Executive Officer,
Zilla Parishad, Gajapati

TENDER DATA SHEET

Sl.No.	Particular	Details
1	Name of the Client	Executive Officer, Zilla Parishad, Gajapati, Odisha
2	Method of Selection	LI selection Method (Least Cost Based)
3	Joint Venture/Consortium	Not Allowed
4	Date of Issue of Tender Document	09.02.2019
5	Last Date and Time for submission of Tender	22.02.2019 (1.00 PM)
6	Date of opening of Tender	22.02.2019 (4.00 PM)
7	Date of opening of Financial Proposal	22.02.2019 (4.00 PM)
8	Tender Processing Fee (Non-refundable)	Rs. 5000/- INR in shape of Banker's Cheque / Demand Draft in favour of "Executive Officer, Zilla Parishad, Gajapati drawn in any nationalised bank payable at Paralakhemundi
9	Earnest Money Deposit (EMD) (Refundable)	1% of the total value in shape of Banker's cheque / Demand Draft in favour of "Executive Officer, Zilla Parishad, Gajapati drawn in any nationalised bank payable at Paralakhemundi
10	Address for submission of Tender	The "Executive Officer, Zilla Parishad Gajapati PIN-761200, Odisha.
11	Mode of submission of Tender Paper	Speed Post/ Registered Post/ Dropped in the Tender Box at /Zilla Parishad / DRDA office the office hour only. Submission of Tender through other mode and late Tender will be out rightly rejected.
12	Palace of opening of Technical & financial Proposal:	Z.P.Conference Hall, Paralahemundi
13	Various Furniture items as per ANNEXURE-A	7 days from the of issue of Purchase Order in phase manner



SECTION: 1

LETTER OF INVITATION.

Tender No: _____

Dated: _____

Name of the Assignment: Purchase of Various Furniture items.

1. **Executive Officer, Zilla Parishad, Gajapati**, Invites sealed Tenders from eligible Tenders to purchase of various furniture items for official use. More details on the proposed assignment are provided at Annexure-A
2. An agency will be selected under **L1 Basis (Least Cost Based)**.
3. The Tender complete in all respect as specified in the Tender Document must be accompanied with a **Non - refundable** amount of **Rs.5000/- (Rupees Five thousand only)** towards **Tender Processing Fee** in shape of Banker's Cheque / Demand Draft in favour of "Executive Officer, Zilla Parishad, Gajapati drawn in any nationalised bank payable at Paralakhemundi failing which the Tender will be rejected.
4. The Tender must be delivered at the specified address as per the Tenderer **Data Sheet** by **Speed Post/ Registered Post/Dropped in the Tender Box** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode be rejected.
5. All the rates and amounts shall be quoted in Indian Rupees (IR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document.
6. Amendments/ Corrigendum, if any, would be posted on the District website www.gajapati.nic.in.
7. The last date and time for submission of proposal complete in all respects is dt.22.02.2019 (1.00PM) and the date of opening of the technical & financial Tender is dated 22.02.2019(4.00 PM).
8. This Tender includes following sections.
 - a. Letter of Invitation [Section -I]
 - b. Terms and Conditions [Section – II]
 - c. Self Declaration From –[Annexure-A]
 - d. Technical Bid [Annexure-B]
 - e. Financial Bid- [Annexure-C]
 - f. Performance Bank Guarantee- [Annexure-D]
9. While all information/ data given in the Tender are accurate within the consideration of scope of the proposed assignment to the best of the client's knowledge, the client holds no responsibility for accuracy of information and it is the responsibility of the Tenderer to check the validity of information / specifications/ narrations included in this document. The Client reserves the right to accept/ reject any /all proposals/ cancel the entire selection process at any stage without assigning any reason thereof.



SECTION-II

TERMS AND CONDITONS

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 from 09.02.2019 to 22.02.2019 up to 1.00 PM. The tenders not prepared as per our terms detailed below are liable for rejection.

1. Tender Price:

The rate and total should be entered both in figures and words and any correction should be attested under the Seals of the Firm. No revision of rates from that originally quoted will be allowed within the validity period. The rate should be quoted at installation site inclusive of all taxes and duties as per enclosed Price tender format. The prices should be quoted in Indian Rupees only.

2. Tender Processing Fee (Non- refundable):

i) Rs.5000/- (Rupees Five thousand) only in form of Demand Draft/ Banker's Cheque in favour of "Executive Officer, Zilla Parishad, Gajapati" drawn in any nationalised bank and payable at Parlakhemundi failing which the tender will be rejected. The Tender processing fee will be required in all cases either document collected from DRDA/Z.P. Office by paying fee or downloaded from website and submitted to Zilla Parishad.

ii) The sealed documents should reach the undersigned on or before 22.02.2019 by 1.00 PM by registered post/speed post only and will be opened on 22.02.2019 at 4.00 PM in the Zilla Parishad Conference Hall, Paralakhemundi in the presence of members of the purchase committee and the Bidders or their authorised representatives.

3. E.M.D:

The Tender document shall accompany with an Earnest Money Deposit (EMD) at the rate noted under Annexure-A 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 "Executive Officer,Zilla Parishad, 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.

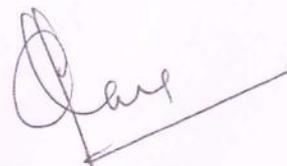
b) The E.M.D may be forfeited due to following reason:

1. If the Tenderers withdraws tender during the period of Tender validity specified by the Tenderer in the Tender form.
2. In case the successful Tenderer fails to sign the contract in specified time and/ or fails to submit the requisite Performance Bank Guarantee.
3. In case of failure to supply the materials/ equipment during the contractual delivery period.

4. Quantity:

Sealed Tenders in this tender document have been invited for the supply of the items mentioned in Annexure-A. The approximate quantity required has also been mentioned.

The quantities mentioned in Annexure-A, subject to variations. The rates quoted by firms shall continue to be valid even if the quantities of items mentioned in Annexure-A is varied. Further the Tenderer (s) should certify that the rates quoted by it for any items



listed in Annexure-A shall remain valid subject to variation in any Govt. Tax structure on the same (i.e the base price of the item quoted shall remain valid irrespective of variation in the tax structure) for a period of one year from Date of finalization of rate by the Purchase Committee.

5. **The Purchaser's Right to vary Quantities:** The Purchaser reserves the right to vary the quantity i.e. increase or decrease the number of materials without any change in terms and conditions at the time of placing the orders or during the execution of the Contract.
6. Each page of this tender document should be signed by the Tenderer with seal in token of having read, understood and accepted the terms and conditions of this contract.
7. **Taxes & duties:**
 - a. A Tenderer will be entirely responsible for quoting the correct taxes & duties, other local taxes or levies if any, license fees etc, he has to incur until completion of the contract. For the purpose of evaluation the Tenderer should clearly indicate the GST.
 - b. If the rates of statutory levies assumed by the Tenderer are less than the actual rates prevailing at the time of Tendering, the purchaser will not be responsible for such errors. If the rates of statutory levies assumed by the Tenderer are later proved to be higher than the actual /correct rates prevailing at the time of Tendering, the difference will be passed on to the credit of the purchaser.
8. **Eligibility:** The Tenderer should give the following details along with the Tender documents:
 - a. GST (GST registration copy to be attached)
 - b. PAN of company (Copy to be attached)
 - c. Trade Tax/Sales Tax Registration (Copy to be attached)
 - d. Single price for each item.
 - e. Alternative price/ conditional offer shall not be accepted.
 - f. All products must be ISI certified.
9. Self declaration (As per **Annexure-B**)
10. **Evaluation of Tender:**

The purchaser will evaluate and compare the Tender determined to be substantially responsive as per the requirement and which:

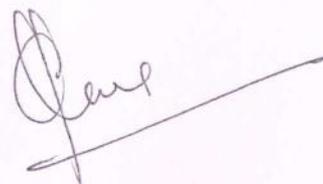
- a. Are properly signed and
- b. Confirm to the terms and conditions and specifications.
- c. Quoted as per the format
- d. The Tenders would be evaluated for all the items together.

11. Packing & Forwarding:

The rates are inclusive of packing & forwarding charges.

12. Delivery:

- i) The Materials should be delivered within 07 (seven) days from the date of issue of the letter of Award or purchase order in phase manner.
- ii) Any cheating or forgery found at any movement, the Executive Officer, Zilla Parishad has the right to forfeit the EMD or Security Deposit and empowered to take legal action as deed fit.
- iii) Manufacturing date of items should not be order of six months from the date of purchase order old stock must not be supplied.
- iv) The responsibility of any damage caused during transit will solely lie with Bidder. Bidder has to replace damaged parts if any within 15 days of notice give by this office.



13. Payment:

No advance payment shall be made. 100 % value of each consignment will be paid within 45 days of receipt of materials in good conditions and satisfactory performance and installation and commissioning.

14. Free Replacement:

Free replacement for loss or damage of materials during transit shall be made good by the Tenderer immediately on receipt of information from the consignee without waiting for settlement of your claim with the carriers and insurance.

15. Validity:

1. Price should be firm and offer should be valid for a period of 12 (twelve) months from the date of opening of the tenders/ placement of work order.
2. Tender with lesser validity period will be rejected outright at the time of opening of the tender.
3. Tender with conditional validity or rates will be rejected outright period will be rejected outright at the time of opening of the tender.

15. Opening and Evaluation of Bids:-

The purchaser will open all Bids, in the presence of Purchase Committee members and Bidders representatives who choose to attend, as per the schedule given in bid details. The Bidders representatives who are present shall sign the quotation opening sheet evidencing their attendance in the event of the specified date of Bid opening.

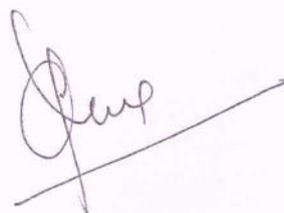
17. Supply and installation of furniture/equipments:-

Supply and installation of furniture/equipments, this includes delivery to DPRC Building, Paralakhemundi, loading and unloading the consignment and transporting it from the place of storage to the installation site.

18. Security Deposit:-

Upon acceptance of Tender, the successful Tenderer should deposit as Security Deposit for an amount equal to 5% of the total contract value. The said security shall be valid beyond 60 days after the end of all contractual obligations on the part of the supplier including warranty obligations, if any. The Security Deposit can be furnished by the Bidders in any of the following form.

- i) Cash (as permissible under the income Tax Act)
- ii) Pay Order/Demand Draft in favour of Executive Officer, Z.P.,Gajapati
- iii) Banker Cheques of scheduled nationalized banks subject to realization.
- iv) Bank guarantee from Scheduled Banks/Public Financial Institutions/ The Bank Guarantee format for Security Deposit shall be in the prescribed format.
- v) Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be deposited in any form as prescribed before start of the work and the balance 50% may be recovered from the bills.
- vi) EMD of the successful bidder can be converted and adjusted against the cash portion of Security Deposit excepting for such bidders who have remitted One Time EMD.
- vii) The Security Deposit shall not be carrying any interest.



19. Bank Guarantee:

Where ever Bank Guarantees are to be furnished /submitted by the bidder, the following shall be complied with

i) Bank Guarantees shall be as per prescribed format.

ii) The Original Bank Guarantee shall be sent directly by the Bank to Executive Officer, Zilla Parishad, Gajapati under registered post.

20. Inspection of installation site:-

The successful renderer can come and inspect the site during working hours and demonstrate at his own cost.

A handwritten signature in black ink, appearing to be 'Rup', with a long horizontal line extending to the right from the bottom of the signature.

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 debarring 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,

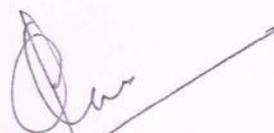
Place:

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.)



Annexure-B

TENDER DOCUMENTS FOR SUPPLY OF FURNITURES

TECHNICAL BID

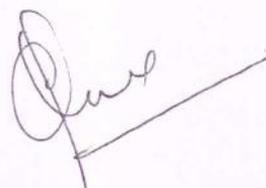
Sl.No.	Particulars	Yes/No
1	Name of Manufacture /Authorized Agent/ Authorized Dealers (furnished relevant documents)	
2	Required cost of tender paper furnished	
3	Required EMD in DD/ Bankers Cheque	
4	PAN copy enclosed	
5	Self attested GST registration copy enclosed	
6	Self declaration	
7	Technical Bid	
8	Performance Bank Guarantee	
9.	Address for correspondence (With Tel. No./Fax. No with STD code, Mobile)	
10.	Cost of Tender Document	

I do hereby certify that the above mentioned particulars are true and correct.

Full Name and Signature of the Tenderer:

Date:

Seal:



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 :

A handwritten signature in black ink, appearing to be 'R. S. Rao', written over a horizontal line.

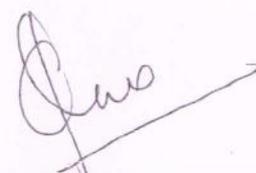
TENDER DOCUMENTS FOR SUPPLY OF FURNITURES/OTHER ITEMS

Annexure- C

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

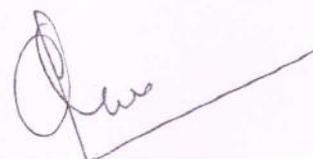
FINANCIAL BID

Sl.No.	Items	Brand/Company	Specification	Appx.Qty. (Nos.)	Quoted rate (In Rs) <i>per unit</i>
1	Executive Table	Godrej	Maestro Main Desk With ERU With Joining Table RHS with Mobile Pedestal	1	
2	Book case unit with flexible Shelves	Godrej	Maestro Back Unit Oxford Cherry	1	
3	Executive Chair	Godrej	Leoma Mid Back (9M02 A) with head rest	1	
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6	Cafe Table	Godrej	Acura Wengue Plus	1	
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37	Plastic Chair	Nilkamal /Cello/PRIMA/ Century/ Supreme	With Arms	20	
38	Plastic Table	Nilkamal/Cello/PR IMA/Century/ Supreme	Round	1	

I do hereby certify that above mentioned amount are as per the mentioned amount are as per the mentioned specification at P-
Gross Total quoted amount (including al taxes & charges): Rs. _____
(in Figures)
Rupees _____
(In Words) _____



Note:

1. The Price to be quoted by the Tendered shall include all the cost and taxes.
2. Tenderers are required to submit all certifications of equipment as mentioned above at the time of submission of the tender only. Any submission of certification after Opening process will not be entertained.

Signature of the Tenderer

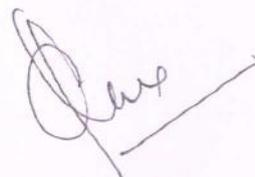
Name of the Firm/Agencies

Address

Date

Place

Seal

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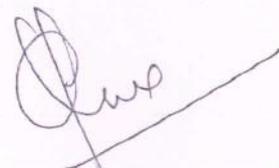
**PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY
DEPOSIT, PAYMENT AND PERFORMANCE.**

To,
The Executive Officer,
Zilla Parishad, Gajapati.

This Guarantee Bond is executed this day of _____ by us the
_____ Bank at
_____ PO _____ P.S _____ District _____
State _____.

Whereas Executive Officer, Zilla Parishad, Gajapati, Paralakhemundi, Odisha, Pin-761200 (here in after called " the Purchaser") has placed Purchase Order No. _____ Date. _____ (hereinafter called " the Agreement") with M/s _____ has agreed (1) to exempt the Contractor from making payment of security deposit, (2) to release 100% payment of the cost of materials as per the said agreement and (3) to exempt from performance guarantee on furnishing by the Tenderer to the Zilla Parishad a composite Bank Guarantee of the value of 05% (five percent) of the Tendering price of the said Agreement.

1. Now, therefore, in consideration of Zilla Parishad having agreed (1) to exempt the Tenderer for making payment of security deposit, (2) to release 100% payment to the Contractor and (3) to exempt from furnishing performance guarantee in terms of the said Agreement as aforesaid, we the Bank, _____ Address _____ (IFSC code No. _____) (hereinafter referred to as "the Bank") do hereby undertake to pay to the Executive Officer, Zilla Parishad, Gajapati amount not exceeding Rs. _____ Rupees(_____) only against any loss or damage caused to or suffered by Zilla Parishad by reason of any breach by the said Tenderer (s) of any of the terms or conditions contained in the said Agreement.
2. We, the Bank do hereby undertake to pay the amounts due and payable under the guarantee without any demur, merely on a demand Zilla Parishad stating that the amount claimed is due by way of loss or damage caused to or suffered by Zilla Parishad by reason of any breach by the said Tenderer (s) of any of the terms or conditions contained in the said Agreement or by the reason of any breach by the said Tenderers failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____) only.



3. We, the Bank also undertake to pay to Executive Officer, Zilla Parishad any money so demanded not withdrawing any dispute or dispute raised by the Tenderer (s) in any suit or proceeding instituted /pending before any court or Tribunal relating thereto our liability under this Agreement being absolute and irrevocable.

The payment so made by us under this hand shall be valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us for making such payment.

4. We, _____ the Bank further agree that the guarantee herein contain shall remain in full force and affect during the period that would be taken for the performance of the said Agreement and it shall continue to remain in force endorsable till all the dues of Zilla Parishad under by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till Zilla Parishad certifies that the terms and conditions of the Agreement have been fully and properly carried out by the said Tenderer (s) and accordingly discharge this guarantee and will not be revoked by us during the validity of the guarantee period.

Unless a demand or claim under this guarantee is made on us or with _____ (Local Bank Name, address and code No.) _____ (date) we shall be discharged from all liability under this guarantee thereafter.

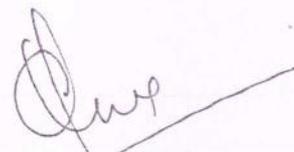
5. We, _____ the Bank further agree that Zilla Parishad shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Tenderer (s) and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance act or omission on part of Zilla Parishad or any indulgence by Zilla Parishad to the said Tenderer (s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
6. The Guarantee will not be discharged due to change in the name, style and constitution of the Bank or Contractor(s).
7. We, _____ the Bank lastly undertake not to revoke this Guarantee during its currency except with the previous consent of Zilla Parishad in writing.

Dated _____ the day of Two Thousand _____

We or our Bank at _____ (Name and address of the Bank) are liable to pay the guaranteed amount depending on the filling of claim and any part thereof under this Bank guarantee only and only if you serve upon us or our local bank at _____ a written claim or demand and received by us or by local branch at _____ on or before date _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

For _____

(Indicate the name of the Bank)



N.B.:

1. Name of the Tenderer:
2. No and date of Purchase Order/ Agreement:
3. Amount of P.O.:
4. Name of materials:
5. Name of the Bank:
6. Amount of the Bank guarantee :
7. Name, address and code No of the local branch:
8. Validity period of date up which the agreement is valid:
9. Signature of the constituent authority of the bank with seal:
10. Name and address of the witness with signature:
11. The bank guarantee shall be accepted only after getting confirmation from the respective Banks.

