

COLLECTORATE: GAJAPATI: PARALAKHEMUNDI
(SEBC SURVEY)

No. 06 /OSCBC

Dated: 17/03/2021.

SHORT TENDER CALL NOTICE

Sealed quotations in enclosed formats are invited from the intending registered suppliers/ co-operative stores/ manufacturers/ Agencies/ Printing Press for supply of the articles/ services/ execution of works for 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:	18-03-2021
2. Last date for receipt of Bids:	30-03-2021 (By 5.30 PM)
3. Opening of General Bids:	31-03-2021 (11.00 AM)
4. Notification of qualified bidders based on General Bid evaluation	31-03-2021. After finalization of Process of General Bid Evaluation.
5. Opening of Financial Bid	31-03-2021. 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 along with the tender document fee of **Rs.1000/- (Rupees one thousand)** only and EMD of **Rs.5000/- (Rupees five thousand)** only in shape of Demand Draft in favour of Collector, Gajapati payable at Paralakhemundi. It is also available in the O/O DWO, Gajapati on submission of tender cost of Rs.1000/- and receipt therein should be submitted with the bid.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **30-03-2021 by 5.30 PM**. No tenders will be received after due date.

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 or in the assigned drop box kept in District Welfare Office, Gajapati, Paralakhemundi.


Collector & District Magistrate,
Gajapati.

Contd.....P/2

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 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 DWO, Gajapati by registered post/ speed post or by hand. Bids received after due date will not be entertained and shall liable for rejection.
3. The tenderer should deposit the cost of tender paper of Rs.1000/- (Rupees one thousand) only in shape of Demand Draft in favour of Collector, Gajapati payable at Paralakhemundi. The tender papers can be obtained from the office of DWO, Gajapati or can be downloaded from District website gajapati.nic.in .
4. EMD of Rs.5000/- (Rupees five thousand) only in shape of demand draft/ Bankers cheque in favour of Collector, Gajapati payable at Paralakhemundi must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender.
5. Photocopy of valid PAN CARD, GSTIN registration certificate, IT return documents of last three years 2017-18, 2018-19 & 2019-20, GST Clearance (December, 2020) 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 bidder 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. The delivery of the items must be done at Paralakhemundi, Gajapati within 07 days of issuance of Supply Order.
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 EMD 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.

~~Collector & District Magistrate,
Gajapati.~~

Memo No. 07 / OSCBC

Dated: 17/03/2021.

Copy to the Sub-Collector, Paralakhemundi/ all BDOs/ all Tahasildars/ all Executive Officers of ULBs 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, 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. 08 / OSCBC

Dated: 17/03/2021.

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

~~Collector & District Magistrate,
Gajapati.~~

Memo No. 09 / OSCBC

Dated: 17/03/2021.

Copy 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

LIST OF ARTICLES TO BE PROCURED

Sl. No.	Name and other details of the article (s)	Specification, if any	Approximate quantity of articles/materials to be procured
1	Trunk	Metal Trunk of (Size:L=58 cm, B=32 cm & H=20 cm)	800 nos.
2	Lock & Key	Preferably of Mobaj/ Moble/ Link make) Size- 2	800 nos.
3	Black Ball Point Pen	Goldex Klassy	1600 nos.
4	Ink Pad	Camel Small size (No.1)	800 nos.
5	Identity Cards (laminated pouch cover)	Standard size	800 nos.
6	Identity Cards Printing and Supply	Multicolour printing and supply	800 nos.
7	Wide brown adhesive Tape	5" breadth	800 nos.
8	Gum	Fevi-gum 200 ml bottle	800 nos.
9	Note Book rolled	152 pages long with	800 nos.
10	Scissors	Standard size	800 nos.
11	Mask	Standard size	1600 nos.
12	Sanitizer	Bottle of 500 ml.	800 nos.
13	Gloves	Standard size	1600 pairs
14	Envelopes	11"x5" (Inside lamination)	300 nos.
15	Envelopes	5"x14" (Inside lamination)	300 nos.
16	Envelopes	Legal size with inside lamination	300 nos.


Collector & District Magistrate,
Gajapati.

FORMAT FOR QUOTATION (FINANCIAL BID)

(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 Non-Consumable (Item Wise):

Sl. No.	Name of the article (s)	Specification	Rate to be quoted for	Rate (in Rs.) (Including all Taxes)
1	Trunk	Metal Trunk of (Size:L=58 cm, B=32 cm & H=20 cm)	1 piece	
2	Lock & Key	Preferably of Mobaj/ Moble/ Link make)	1 piece	
3	Black Ball Point Pen	Goldex Klassy	1 piece	
4	Ink Pad	Camel Small size (No.1)	1 piece	
5	Identity Cards (laminated pouch cover)	Standard size	1 piece	
6	Identity Cards Printing and Supply	Multicolour printing and supply	1 piece	
7	Wide brown adhesive Tape	5" breadth	1 piece/ roll	
8	Gum	Fevi-gum 200 ml bottle	1 bottle	
9	Note Book	152 pages long with	1 piece	
10	Scissors	Standard size	1 piece	
11	Mask	Standard size	1 piece	
12	Sanitizer	Bottle of 500 ml.	1 bottle	
13	Gloves	Standard size	1 pair	
14	Envelopes	11"×5" (Inside lamination)	1 piece	
15	Envelopes	5"×14" (Inside lamination)	1 piece	
16	Envelopes	Legal size with inside lamination	1 piece	