

# COLLECTORATE : SUNDARGARH

## ( ST & SC Dev. Section)

No. 3707 / SSD / Dated. 12-12-2018 /

Sealed Tender in plain paper are invited from the reputed registered Firms/Suppliers for supply of Grinder for the boarders staying in SSD Hostels & S&ME Deptt. hostels running under ST & SC Dev. Deptt. in Sundargarh District as per the specification mentioned as follows.

### TENDER DOCUMENTS

#### IMPORTANT INFORMATION TO THE BIDDERS.

a.	Availability of tender document	<a href="http://www.sundargarh.nic.in">www.sundargarh.nic.in</a> .
b.	Date & time for submission of the tender documents by speed post/Regd. Post	<u>27.12-18</u> , <u>5PM</u>
c.	Earnest money deposit	Rs. 20000.00
d.	i. Technical Bid ii- Financial Bids of eligible Tenders iii-Venue	i. <u>4 PM</u> of <u>28-12-18</u> with samples. ii- After acceptance of samples provided by the bidders, financial bids of successful bidders will be opened iii- In the office chamber of the Collector, Sundargarh
e.	Supply of all intended materials	The materials are to be supplied with in 25 (Twenty five)days from the date of placement of order failing which order will be automatically cancelled.

### GENERAL INSTRUCTION FOR BIDDERS

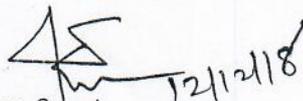
#### 1. Procedure:

- The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribing "**Technical Bid**" & "**Financial Bid**".
- Technical Bid and Financial Bid: - The bidders has to fill up the technical bid Form (**Format-A**) & submit it with a separate envelope with all self attested documents. Similarly, the bid form has to be filled up as per prescribed form (**Format-B**) and to be submitted in separate envelope.
- The tender should be addressed to District Welfare Office, Sundargarh AT/Po- Sundargarh, Pin-770001.
- The tenderers / Firms have to submit the Demand Draft of Rs. 20,000/- payable to DWO, Sundargarh
- The interested bidder is to enclose self attested photocopy of the following valid documents in the **Technical bid envelope**.
  - Provisional Registration Certificate of GST.
  - Xerox copy of PAN Card.
  - Sale Tax registration Certificate.
  - Last three years IT returns.
  - Last one year audit report.
  - Minimum turnover is Rs.50lakhs
  - Experience in Govt. Supply

- Xerox copy of Bank Account Number
  - Declaration as per **format C**.
- f) The bidders who meet the qualitative requirements specified in the Technical bid will only be considered for participating in the financial bid. The technically disqualified bidders will not be entertained in the financial bid.
- g) Non- refundable paper cost of Rs.2000/- (Rupees Two thousand)only in shape of Demand Draft payable to the District Welfare Officer, Sundargarh should be attached in the Technical Bid and without Demand draft of Rs.2000/- the Tender Paper shall not be accepted and liable to be rejected.
- h) The committee reserves the right to reject or cancel the tender/quotation or supply order without assigning any reason thereof.
- i) The committee not be responsible for any postal delay or missing of tender paper. The incomplete tender papers or without EMD received after the scheduled date and time shall not be accepted and liable to be rejected.
- j) The Tenderers should quote rate the items given in the tender schedule.
- k) The Tenderer/Suppliers should submit one sample for the quoted rate.
- l) The Committee has reserved the right to consider or select the articles basing upon the quality of the product.
- m) The rate inclusive of all taxes and transportation charges and delivered at the school points.
- n) On failure to supply grinder within stipulated period the order will be automatically cancelled and EMD, so deposited by him will be forfeited.
- o) There shall be no compromise of the quality of materials as approved by the purchase committee.

## 2. Submission and opening of Tender.

- Samples are mandatory, without samples tender will not be accepted.
- The interested bidders may submit the tender document completely in all respect along with EMD and other requisite documents on or before 27.12.2018 up to 5 PM address to The District Welfare Office, Sundargarh, AT/PO- Sundargarh, Pin-770001 by Registered Post/Speed Post. The DWO, Sundargarh shall not be held responsible for any postal delay.
- The authority has every right to extend the dateline for submission of tender.
- The bid receive by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.
- The technical bids shall be opened on the scheduled date and time at 4 PM on 28.12.2018 in the office chamber of the Collector, Sundargarh in presence of bidders and authorized representatives of the bidders.

  
Collector, Sundargarh

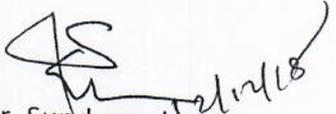
Memo No. 3708 / SSD / Date. 12-12-2018 /

Copy forwarded to the Addl. District Magistrate, Sundargarh/ PA,ITDA, Sundargarh/ Panposh/Bonai of information and necessary action.

Copy forwarded to the Sub-Collector, Sundargarh / Bonai / All Tehsildars for information and necessary action with a request to affix above tender papers in the Notice Board of their offices for wide publicity.

Copy to GM DIC, Sundargarh / Rourkela/ DIO, NIC, Sundargarh for information. The DIO, NIC, Sundargarh is requested to upload the advertisement in District Website for wide publicity.

Copy to Notice Board.

  
Collector, Sundargarh

**APPLICATION- TECHNICAL BID****FORMAT-A**

1	Name of the bidders	
2	Details of earnest money deposit	DD No. _____ date. _____ of Rs. _____ drawn on bank _____
3	Name of Proprietor	
4	Full address of Registered Office	
5	Full address of Operating /branch office	
6	Name & Telephone of authorized officer	
7	Registration certificate any such equivalent certificate in support of formation / recognition of the bidder organization obtained from the Govt. authority	Yes/No
8	Provisional Registration Certificate of GST	Yes/No
9	Copy of PAN Card	Yes/No
10	Sale Tax Registration Certificate	Yes/No
11	Last three years IT returns	Yes/No
12	Last one year audit report	Yes/No
13	Minimum turnover is Rs.50lakhs	Yes/No
14	Experience in Govt. supply	Yes/No
15	Xerox copy of Bank Account number	Yes/No
16	Non-refundable paper cost of Rs.2000/- only in shape of Demand Draft.	Yes/No
17	Declaration as per Format-C	Yes/No

Place:  
Date:Bidders official signature  
Name & designation with Rubber  
stamp/Official seal of the firm.

**APPLICATION-FINANCIAL BID**

**FORMAT-B**

1. Name of the bidders \_\_\_\_\_

SL No.	Name of the articles	Specification	Rate to be Quoted (Rs.)
1	Mixer Grinder	Commercial mixer grinder is upgrade model of normal kitchen mixer grinder for moderate to higher production for Hotels, Caterers, Restaurants, Canteen, Juice centres, Corporate Kitchens 1600 Watts ABS body with Stainless steel jars It can do Wet and Dry grinding of Idli batter, Cake Batter, Coconut , Tomato, Fruits, Gravy of Vegetables, Garlic paste, Ginger paste, Black pepper, Ayurvedic medicine powder, Spices, Masala mixing, Herbals, Grains and more	

Note: - Bid documents and Samples of all the items quoted by the bidders/firm should be submitted before opening of the tender.

Place:  
Date:

Bidders official signature  
Name & designation with Rubber  
stamp/Official seal of the firm.

Declaration

1. \_\_\_\_\_ son/Daughter/ Wife of  
Sri \_\_\_\_\_ proprietor/ Authorized  
signatory of the bidders, mentioned above, are competent to sign this declaration and  
execute this tender document.
2. I have carefully read and understood all the items and conditions of the tender and  
undertake to abide by them.
3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we am /are well aware of the fact  
that furnishing of any false information/ fabricated document would lead to rejection of  
my tender at any stage besides liabilities towards procession under appropriate law.
4. I also certify that our firm has not been black listed by Central/State Government/  
Board/ Corporation/ autonomous body under administrative control of Central or State  
Govt. Etc.
5. This is also certified that neither myself nor organization will indulge in any corrupt  
practices so far as this bidding is concerned.

Place:

Date:

Bidders official signature  
Name & designation with Rubber  
stamp/Official seal of the firm.