

COLLECTORATE : SUNDARGARH
(ST & SC Dev. Section)

No. 191 / SSD / Dated. 16/01/2020 /

Sealed Tender in plain paper is invited from the reputed registered Firms/Suppliers for supply of Utensils 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	www.sundargarh.nic.in .
b.	Date & time for submission of the tender documents by speed post/Regd. Post	<u>21.01.2020, 1.00PM</u>
c.	Earnest money deposit	Rs. 50000.00
d.	i. Technical Bid ii- Financial Bids of eligible Tenders iii-Venue	i. <u>4.00PM of 21.01.2020</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 30 (thirty) days from the date of placement of order failing which order will be automatically cancelled.

GENERAL INSTRUCTION FOR BIDDERS

1. Procedure:

- I. 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**".
- II. 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.
- III. The tender should be addressed to District Welfare Office, Sundargarh AT/Po- Sundargarh, Pin-770001.
- IV. The tenderers / Firms have to submit the Demand Draft of Rs. 50,000/- payable to DWO, Sundargarh
- V. The interested bidder is to enclose self attested photocopy of the following valid documents in the **Technical bid envelope**.
- VI. Documents should be submitted in proper sequence for easy verification.

2. Requisite Documents to be submitted along with the Pre-Qualification Proposal:

The bidders have to furnish self attested copies of the following listed documents along with their Pre- Qualification proposal:

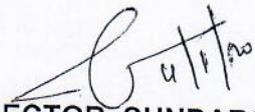
- Xerox copy of PAN card.
- Xerox copy of GST Registration Certificate.
- Xerox copy of Latest GST return.
- Xerox copy of IT return of last three year (Financial Year) i.e. 2016-17, 2017-18 & 2018-19.
- Xerox Copy of Bank Statement properly showing details of account holder, account number & IFSC code.
- Affidavit as per Format 'C'
- Experience of Govt. supply in the particulate item.
- Last three year Audit report (financial year 2016-17, 2017-18 & 2018-19).
- The bidder should have an average annual turnover of minimum Rs.50 Lakhs or above in last three financial years i.e. 2016-17, 2017-18 and 2018-19, accordingly, the bidder has to submit annual turnover certificate duly certified by chartered Accountant for the financial year 2016-17, 2017-18 and 2018-19.
- Original Equipment Manufacture authorization Certificate.

Failure to submit any one of the documents as mentioned above along with the pre-qualification proposal will result in outright rejection of the bid. All the above supporting documents along with the proposal must have to be self certified by the authorized representative of the bidder.

3. 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.
4. Non- refundable paper cost of Rs.3000/- (Rupees Three 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 the Tender Paper shall not be accepted and liable to be rejected.
5. The committee reserves the right to reject or cancel the tender/quotation or supply order without assigning any reason thereof.
6. 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.
7. The Tenderers should quote rate the items given in the tender schedule.
8. The Tenderer/Suppliers should submit one sample for the quoted rate.
9. The Committee has reserved the right to consider or select the articles basing upon the quality of the product.
10. The rate inclusive of all taxes and transportation charges and delivered at the school points.
11. On failure to supply utensils, with in stipulated period the order will be automatically cancelled and EMD, so deposited by him will be forfeited.
12. There shall be no compromise of the quality of materials as approved by the purchase committee.

13. Submission and opening of Tender.

- I. Samples are mandatory, without samples tender will not be accepted.
- II. The interested bidders may submit the tender document completely in all respect along with EMD and other requisite documents on or before 1.00PM up to 21.01.2020 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.
- III. The authority has every right to extend the dateline for submission of tender.
- IV. 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.
- V. The technical bids shall be opened on the scheduled date and time at 4.00PM on 21.01.2020 in the office chamber of the Collector Sundargarh in presence of bidders and authorized representatives of the bidders.


COLLECTOR, SUNDARGARH

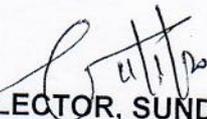
Memo No. 192 / SSD / Date. 16/01/2020 /

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

Copy forwarded to the Sub-Collector, Sundargarh / Bonai / All Tehsildars for favour of 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	Xerox copy of PAN card.	Yes/No
8	Xerox copy of Registration Certificate.	Yes/No
9	Xerox copy of Last GST return copy.	Yes/No
10	Xerox copy of IT return of last three year (Financial Year) i.e. 2016-17, 2017-18 & 2018-19.	Yes/No
11	Xerox Copy of Bank Statement properly showing details of account holder, account number & IFSC code.	Yes/No
12	Affidavit as per Format 'C'	Yes/No
13	Experience of Govt. supply in the particulate item.	Yes/No
14	Last three year Audit report (financial year 2016-17, 2017-18 & 2018-19).	Yes/No
15	The bidder should have an average annual turnover of minimum Rs.50 Lakhs or above in last three financial years i.e. 2016-17, 2017-18 and 2018-19, accordingly, the bidder has to submit annual turnover certificate duly certified by chartered Accountant for the financial year 2016-17, 2017-18 and 2018-19	Yes/No
16	Original Equipment Manufacture autorisation Certificate	Yes/No
17	EMD Rs.50000.00	Yes/No
18	Paper cost Rs.3000.00	Yes/No

Place:
Date:

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

1. Name of the bidders

SL No.	Name of the Articles	Specification	Rate to be Quoted (Rs./Kg)
1	Aluminum Deck with lid	Dia-33" (Approx) Height-17" (Approx) Weight-Minimum or Above 27kg (Approx) Cooking Capacity-50kg rice boiling capacity	
2	Aluminum Deck with lid	Dia-32" (Approx) Height-17" (Approx) Weight-Minimum or Above 25kg (Approx) Cooking Capacity-25kg rice boiling capacity	
3	Aluminum Pot 45cm	450x200mm, 26.0liter, 3kg	
4	Steel Tray	12"x15" with 500gm	
5	Iron Jhara	Length-4' (Approx) Weight-4kg (Approx)	
6	Iron Panki	weight-500gram	
7	Iron Patia	Length-4' (Approx) Weight-2kg	
8	Steel Jug	Height-1', weight -500gm	

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.