

COLLECTORATE : SUNDARGARH
(ST & SC Dev. Section)

No. 3696 / ST&SC Dev.

Dated. 26.10.2023 /

Sealed Tenders in plain papers are invited from the authorized dealers/ manufacturers for supply of food serving trays and glasses for the hostels under the control of ST&SC Development Department in Sundargarh district. The specification of the trays and glasses is as given below:-

Sl No	Name of the item	Specification	No of units required
1	Food serving tray.	1. Material:- Stainless steel. 2. Dimension:- Length \geq 38 cm; breadth \geq 30 cm. 3. Weight: - \geq 500 gm. 4. Four sections - For rice, dal, curry and pickle/chatni.	26523
2	Glass	1. Material:- Stainless steel. 2. Capacity:- 250 ml. 3. Weight - \geq 136 gm.	31586

The Bidders must fulfill the following terms and conditions to be eligible to participate in this tender.

1. Must have valid GST number and must submit copies of the GST return of the last three months.
2. Must have valid PAN card and active bank account.
3. Must be an authorized dealer/manufacturer of the above mentioned utensils.
4. Must have Average Annual Turnover of Rs. 50.00 lakhs or more in the last 3 (three) financial years i.e 2020-21, 2021-22 and 2022-23 and the same must have been certified by the Auditor with Valid UDIN.
5. In case the bidder is OEM, the average annual turnover in the last three Financial Years i.e 2020-21, 2021-22 and 2022-23 must be Rs.1.00 crore or more and the same must have been certified by the Auditor with Valid UDIN.
6. Must submit IT return and Financial Report. i.e. Certified profit & loss, and Balance Sheet with UDIN of the years 2020-21, 2021-22 and 2022-23.
7. Must submit the EMD amount of Rs.1,50,000/- lakh (Rupees one Lakh fifty thousand)only in shape of demand draft/banker cheque from any nationalized bank drawn in favour of **DISTRICT WELFARE OFFICER, SUNDARGARH** payable at Sundargarh. The EMD of unsuccessful bidder shall be refunded within 30 days after award of contract.
8. 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 the Tender Paper shall not be accepted and liable to be rejected.

9. The bidder must submit certificate of experience issued by any Department of the State/Central Govt. or Head of office under the control of any Department of State/Central Govt., or any Govt. undertaking certifying that, the bidder successfully supplied any utensils items in the past.
10. The bidder must produce the samples of the items in the office of DWO, Sundargarh on any working day before the end date of the bid. Non-submission of samples would render the bidder technically disqualified.
11. The sample product must comply with the specifications as detailed above. If the sample product does not conform to the given specification, the sample will be rejected which will render the bidder technically disqualified.
12. The bid price must include the cost of the product including all kinds of taxes and transportation cost up to the delivery point.
13. The sealed tender must be sent either through registered post or speed post only. If tender is submitted through any other mode, the same shall be rejected. For the postal delay, this office will be not responsible.
14. An affidavit (non-judicial stamp paper of Rs.20/-) must be uploaded by the bidder that his/her firm has not been blacklisted by any State Govt./ Central Govt. or any State or Central Government Undertaking.
15. On the day of the opening of the Tender, the bidder or his duly authorized representative must remain present in the Tender Committee meeting.

IMPORTANT:- The bidders must submit the self attested copies of the documents in support of fulfilling the above terms and conditions. Any bidder who does not submit the required documents as a proof of fulfilling the above terms and conditions shall be technically disqualified. At first the technical evaluation of the bidders shall be done. The financial bids of only those bidders who technically qualify shall be opened. Hence they must carefully check all the documents before submitting the same to the proper quarters. For the sake of the convenience of the bidders, the list of the mandatory documents to be submitted is given in Format – A. These documents should be arranged in the same sequence as given in the Format for easy verification at the time of technical evaluation.

IMPORTANT DATES AND OTHER INFORMATION.

a.	Availability of tender document	www.sundargarh.nic.in .
b.	Last date & time for submission of the tender documents by speed post/Regd. Post	14.11.2023 up to 5 PM.
c.	Date of opening of the Tender	16.11.2023 at 10 AM.
d.	Venue of the opening of the Tender	Collectorate, Sundargarh


(2)

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 bidder has to fill up the technical bid Form (**Format-A**) & submit it in 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. Both the envelopes containing the above filled up formats should be again put in a large cover along with other required documents with superscription "TENDER DOCUMENTS FOR TRAY AND GLASS".
 - III. The tender should be addressed to District Welfare Office, Sundargarh AT/Po-Sundargarh, Pin-770001.
 - IV. Documents should be submitted in proper sequence for easy verification.
2. The Authority shall not be responsible for any postal delay or missing of tender paper before receipt of the same in this office. The sealed tenders after the dateline shall not be considered.
 3. The incomplete tender papers will be rejected outright.
 4. The bidders should quote the price of the items including the all kinds of taxes and transportation cost at the delivery point.
 5. The bidder will have to deliver the items in such locations as given in the Annexures - 'D' (Tray) & 'E' (Glass) as enclosed herewith.
 6. Failure to supply utensils, within stipulated period the order will automatically stand cancelled and EMD, so deposited by him will be forfeited.
 7. The authority reserves the right to cancel the bid at any point of time without assigning any particular reasons thereof.


By Order of the District Level Purchase Committee


26.10.23
DWO, Sundargarh

Memo No. 3697 / ST&SC Dev.


Date. 26.10.2023 /

1. Copy to the DIO, NIC, Sundargarh for kind information with request to upload this tender notice in the District NIC website.
2. Copy submitted to the ADM(Gen), Sundargarh for kind information with request to display this tender notice in the Collectorate Notice Board.
3. Copy submitted to the PA, ITDA, Bonai/Panposh/Sundargarh for kind information with request to display this notice in their respective notice boards.


26.10.23
DWO, Sundargarh

Memo No. 3698 / ST&SC Dev. / Date. 26.10.2023 /

Copy submitted to the Collector & DM, Sundargarh for favour of kind information.


26.10.23
DWO, 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	Details of paper cost.	DD No. _____ date. _____ of Rs. _____ drawn on bank _____
4	Name of Proprietor	
5	Full address of Registered Office	
6	Full address of Operating /branch office	
7	Name & Telephone of authorized officer	
8	Xerox copy of PAN card.	Yes/No
9	Xerox copy of valid GST number and copies of the GST return of the last three months.	Yes/No
10	Dealership authorization certificate	Yes/No
11	Xerox copy of IT return of last three year (Financial Year) i.e. 2020-21, 2021-22 & 2022-23.	Yes/No
12	Last three year Audit report (financial year 2020-21, 2021-22 & 2022-23.).	Yes/No
13	An affidavit (non-judicial stamp paper of Rs.20/-) must be uploaded by the bidder that his/her firm has not been blacklisted by any State Govt./ Central Govt. or any State or Central Government Undertaking.	Yes/No
14	Xerox Copy of Bank Statement properly showing details of account holder, account number & IFSC code.	Yes/No
15	Experience certificate.	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	Rate Quoted inclusive of all taxes & transportation charges
1	Food serving Tray	
2	Glass	

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.

