

**COLLECTORATE: KORAPUT
(Census Cell)**

SHORT TENDER CALL NOTICE.

No. 113 /Census-III-10/2021

Date: 13.04.2021

Sealed tenders in plain paper/letter pad are invited from Authorized Dealers/Suppliers for the products for supply of PVC Folders specification of which are specified in details at Annexure- "C" annexed to this Tender Call Notice for supply to Census Cell, Collectorate, Koraput. The details can be downloaded from the District Website www.koraput.nic.in The Tenderers shall have to furnish Technical and financial bids separately in two closed covers. The Financial Bid shall be opened only if Technical Bid is qualified. The Tenderers should submit the Application form alongwith a Bank Draft of Rs. 1000/- drawn in favour of the "DM and Collector, Koraput" payable at Koraput as the cost of the Tender paper and another Bank Draft of Rs. 5000/- drawn in favour of the "DM and Collector, Koraput" payable at Koraput towards EMD cost. The last date of receipt of the tender/quotation is 17.04.2021 till 5.00 PM through Speed post/Regd. Post/ by hand only. The Tenders will be opened 17.04.2021 at 5.30 PM in the presence of Committee Members and the Tenderer or their authorized representatives in the office chamber of the Undersigned. The Financial Bid of qualified Tenderers will be opened on the same day after Technical Bid. The Authority reserves the right to accept or reject whole or part of any or all responses of the Tender as its sole discretion, without any reason thereof.

Memo No. 114 /2021


DM and Collector, Koraput

Date: 13.04.2021

Copy to the Notice Board of Collectorate, Koraput.

Copy alongwith copy of Tender Call Notice forwarded to the District Informatics Officer, NIC, Koraput for information and necessary action. She is requested to host the advertisement in the District website for wide publication of public.


DM and Collector, Koraput

TERMS AND CONDITIONS FOR SUPPLY OF MATERIALS

Approximate quantity of PVC Folders to be supplied = to be ordered as per requirement

1. Tender Papers must be submitted in sealed, covered and addressed to **the D.M. & Collector, Koraput, At-Collectorate, Koraput, Po-Koraput-764020** by Speed Post/Registered Post/By Hand only for supply of materials. The sealed envelope containing 02 (two) separate sealed envelopes each for **TECHNICAL BID (Annexure- "A")** and **FINANCIAL BID (Annexure- "B")** should be super-scribed with "**Sealed Tender for supply of Survey Materials**".
2. Tender papers will be received from _13 /_04 /2021 to _17 /_04 /2021 (Up to 5.00 PM) during office hours (except holidays) and will be opened on dated _17 /_04 /2021 at **5.30 PM** in the presence of the Purchase Committee members and the bidders or their authorized representatives, if they desire, for finalization of bid.
3. Samples of the materials must be attached with the tender paper in a sealed packet with seal & signature of the bidder. The tender paper shall be rejected if the bidder submits more than one sample in the bid document.
4. Bank Draft / Demand Draft of **Rs.1000/- (Rupees One Thousand) only** (Non Refundable) is to be submitted by the bidder drawn at any nationalized Bank in favour of D.M. & COLLECTOR, Koraput, towards cost of tender paper.
5. **Earnest Money Deposit: EMD of Rs.5, 000/- (Rupees Five Thousand) only** is to be submitted by the bidder in shape of Bank Draft / Demand Draft drawn at any nationalized Bank in favour of the D.M. & COLLECTOR, Koraput (Refundable). **No exemption certificate will be accepted.**
6. **Packing & Supply of Materials:** The materials shall be packed in sealed packets as per the indent to be supplied by the Collector, Koraput for delivery of the materials.
7. **Cost:** The bidder shall quote the rate of materials including transportation cost.
8. Order for supply will be placed in bulk as per requirement. The number may increase or decrease.
9. **Others terms and conditions**
 - i. Both EMD deposit are refundable after successful delivery of materials for survey. In case of any deviation in terms and conditions, the same will be forfeited.
 - ii. The successful bidder has to execute an agreement with the undersigned in non-judicial stamp paper for supply of survey materials failing which the EMD amount will be forfeited.
 - iii. No separate transportation cost to be allowed.
 - iv. No Exemption Certificate in respect of EMD and Security Deposit will be accepted.
 - v. The rate of supply of all materials should be inclusive of all taxes.

- v. TDS will be charged as per the Income Tax rule.
- vii. The bidder has to submit the copy of GST registration certificate, PAN and latest acknowledgement of income tax returns for the year 2018-19, 2019-20 & 2020-21. Besides the above document, the tender paper submitted without EMD shall not be entertained.
- viii. Conditional tender is not acceptable and will be out-rightly rejected.
- ix. Payment will be made in favour of the firm on the basis of testing the quality of materials as per procurement rule.
- x. Supply of materials for survey must be completed within 5 days of issue of Supply Order failing which the EMD and Security Money will be forfeited and necessary steps for penalty under rules will be initiated along with legal action.
- xi. The Collector, Koraput reserves every right to accept/ reject/cancel in full/part of any tender without assigning any reason thereof.


D.M & COLLECTOR, KORAPUT

I agree to abide by the above terms and conditions and also all the conditions given in the Technical Bid and financial Bid.

Signature of the tenderer
With seal
Deal:

**Tender Form Part-1
(Technical Bid)**

1.	Name of the firm/ Individual (In capital Letters)	
2.	Address:	
3.	Name of the Authorized Signatory (In Capital Letter)	
4.	Specimen Signature of Authorized signatory/ organization:	
5.	Telephone No. of Authorized signatory/ organization:	
6.	VAT/GST clearance certificate :	
7.	PAN Number :	
8	Draft No. and Date of Rs. 1000/- towards cost of Tender paper	
9	Draft No. and Date of Rs. 5000/- towards EMD	
10	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	
11	STC/ITC Certificate	
12	Income Tax return of last 3 financial Year. i.e. 18-19,19-20,20-21	

DECLARATION

I / We hereby certify that the terms and conditions, Specification etc. given with the Tender notice have been read carefully and acceptable to me / us and that the information furnished above is full and correct to the best of my / our knowledge.

Place:

Date:

Signature and seal of the Authorized signatory.

Annexure "B"**Financial Bid Format**

Name of the Firm (with full Particular)

Sl No	Name of the Item (in Inches)	Name of the Brand/ Make	Specification	Unit Price	GST amount	Total unit price including all Taxes	Remarks
1	PVC Folder with snap button Closure Length=15 Breadth=10 Width=1.5						

DECLARATION

I / We hereby certify that the terms and conditions, Specification etc. given with the Tender notice have been read carefully and acceptable to me / us and that the information furnished above is full and correct to the best of my / our knowledge.

Place:

Date:

Signature and seal of the Authorized signatory.

Annexure "C"

Specification of PVC Folders

Items	Quality/Dimension in close size (inches)	Tentative Price (Maximum)
PVC Folder with snap button Closure	PVC Length=15 Breadth=10 Width=1.5	Rs. 20/- Per 1 piece