



# OFFICE OF THE PANCHYAT SAMITI, BOIPARIGUDA

LetterNo.-...../23

Dated.....

## Sealed Limited Quotation Notice

The Panchayat Samiti, Boipariguda invites Sealed Limited quotations from reputed Suppliers / Agencies, their **authorized** dealers and registered Firms for "Supply of Dual Desk for Dhalpur Addl. Class room of Boipariguda Block" as per the description below.

LIST OF ITEMS FOR 5T HIGH SCHOOLS OF BOIPARIGUDA BLOCK				
SI No	Items	Brand/Company	Nos of Computer required	Specifications
1	Dual Desk	Any reputed Brand	Requirement mentioned at the time of work order .	25to 30

All the information on the above quotation can be availed from <http://www.koraput.nic.in>

  
Block Development Officer,  
Boipariguda, Dist. Koraput  
12/1/23



## OFFICE OF THE PANCHYAT SAMITI, BOIPARIGUDA

**Sealed Limited Quotation Notice No.-3/2022-23 Dt.9.2.23**

Last date:- 6.2.2023 on or before 3.00 P.M. (Total 8 nos of pages )

Dear Sir/ Madam,

The Panchayat Samiti, Boipariguda invites sealed Quotations from reputed Suppliers / Agencies, their authorized dealers / approved registered Firms for "Supply Dual desk at Addl. Class room at Dhalpur of Boipariguda Block" on the following terms & conditions, so as to reach the undersigned on or before date.4.2.2023 at 5.00 P.M. and opened on 6.2.2023 at 11.30 A.M.

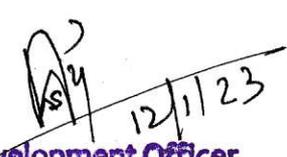
The quoted amount is inclusive of all privilege taxes (i.e.) transportation charges, and delivery charges of the articles.

The cost of the supplied articles shall be paid only after delivery, of the Dhalpur High Schools of Boipariguda Block.

The undersigned reserves all rights to cancel this quotation without any prior notice to the suppliers. The quotations shall be received through registered post/speed post only up to Date-4.2.2023 at 5.00PM and will be opened on Dt. 6.2.2023 At 11.00 AM. in the Chamber of the Block Development Officer, Boipariguda .The supplier should supply the quoted articles within 7 (Seven ) days from there receipt of this letter of indent by this office.

The following terms & conditions should be strictly adhered to:

1. Please send your sealed quotations(s) through Registered /Speed Post only on or before 4.2.2023 by 5.00 PM Tender(s)brought by post/courier after the closing date and time will not be entertained and this office will not be responsible for refund of the same. Quotation(s)through fax/e-mail will not been entertained .
2. The envelope containing the quotation should be properly sealed (preferably wax/ Cello tape seal) and super-scribed as "sealed Limited Tender against Tender Call Notice No-4 dated.9.2.2023'Supply of Dual desk for Dhalpur High School of Boipariguda Block ,due on 6.2.2023 at 11.00 A.M. of Chamber of the Block Development Officer, Boipariguda .
3. If the envelope containing the quotation is not sealed and marked as above, the Purchaser will assume no responsibility for its misplacement or premature opening.
4. The above quotation(s) will be opened on dated.@.0.6.2023 at.11.00 AM in the Chamber of the Block Development Officer, Boipariguda. The interested Vendor(s) or their authorized agents may remain present during opening of quotations, if they desire so, at their own expenses. No body will be allowed to participate in the opening of tenders without authorization.

  
**Block Development Officer**  
**Boipariguda, Dist: Koraput**

5. If the above stated opening or closing date(s) happens to be Govt. Holiday (s)/Bandh, the submission /opening of the tender will be on the next working day as per the time scheduled.

The Block Development Officer, Bpoipariguda has the right to order or not to order any number and quantity of any such articles. The B.D.O, Boipariguda also has right to divide/ split the total order of an item among more than one party. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this bidding document;. However, where the lowest acceptable bidder, against ad-hoc requirement .Is not in a position to supply the full quantity required, the remaining quantity as far as possible, be ordered from the next higher responsive bidder Decision of the B.D.O,Boipariguda will be final and binding on all vendors/bidders. Priority of selection will be given to those firms who have quoted for all items of this tender with required specification. The Block Development Officer Office, Boipariguda may purchase whole items as a single unit from the lowest quoted technically qualified bidder or may decide among different technically qualified bidders quoted lowest for different items ,if needed. Hence please quote your lowest possible rates for each items of the tender.

6. The total cost of the materials along with fixing / labour charges if any should be mentioned. Inspection methods and quality control standards.
7. Manufacturer's name, make, model catalogue/part No/Code no., process etc of each item if any should be clearly mentioned. If imported, the name address, phone, fax and e-mail (if any) of the Beneficiary/Manufacturer and authorized Indian agent (if you are a sub-agent) should be mentioned.
8. Documents supporting both past and present status of both the Manufacturer and supplier should be enclosed Authorization Certificate of the concerned company in your favour (or in favour of your firm through your principal dealer if you are a sub-agent) to sell / service/ giving Annual maintenance Service for the above items(s) should be enclosed along with the tender :otherwise the same will be rejected. If you are a sub-agent a principal dealer of the main company, then a letter from the principal dealer for giving direct service/AMC to this office by them should be enclosed other wise your tender(s)/quotations(s)will be rejected. Valid proofs of any orders received from various Govt/Semi-Govt/P.S.U etc. For the same Items. The satisfactory supply and installation certificate duly issued by the competent authority of the said organizations should be enclosed with the tender .Other than the rates quoted by the firms, priority of selection will be given on basis of these credential Certificate .
9. Payment will be made within thirty working days after successful fixing /installation and satisfactory performance. No advance payment can be made for supply of the above items. However advance payment can be made only against bank guarantee as mentioned in the price/financial bid in exceptional cases.
10. Please enclose your valid up-to-date ITCC, STCC, PAN Card and GSTIN, GST Certificate. GST return/ Latest IT Return for last 03 years. Enclose your Income tax and sales Tax clearance certificate. In case you are charging excise duty, please submit a copy of the excise license issued in your favour. It may please be noted that this Office is exempted for paying of Customs Duty/ Excise Duty (as per custom rule, only concessional custom duty will be charged) by DSIR, Govt of India. So please send your quote without adding extra Customs Duty/ Excise Duty. If selected, then the supplier has to submit every document needed by the Accounts Department of this Office as per Govt. Rule for payment.

  
12/11/23  
Block Development Officer  
Boipariguda, Dist: Koraput

11. Any difference or variations in the brand name of specification from our specification should be clearly mentioned. Brochure /Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.
12. Any freebies to be supplied with the article should be clearly mentioned.
13. Any difference or variation in the brand name or specification should be clearly mentioned. Brochure/Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.
14. Non-refundable Tender/Quotation Fee: A demand draft of Rs.1000/- (Rupees One Thousand only) towards non-refundable tender fee in shape of A/C payee Demand Draft/ Banker's Cheque of a commercial bank in favour of "Block Development Officer, Boipariguda " payable at Boipariguda must be deposited along with the tender otherwise your tender will be cancelled.
15. Tender(s) without appropriate Tender fee will be rejected at the spot of opening of the tender and no reconsideration will be made.

#### 16. Opening and Evaluation of Bids

- (i) The Purchaser will open all Bids, in the presence of Purchase Committee members and Bidders' representatives who choose to attend, as per the schedule given in bid details. The Bidder representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.
  - (ii) During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and response shall be in writing and no change in prices or substance of the bid shall be sought, officered or permitted. However, no negotiation shall be held except with the lowest bidder.
  - (iii) Preliminary Examination: the Purchaser will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from suppliers, without proper Authorization from the manufactures shall be treated as non-responsive and rejected.
20. Contacting the Purchaser. No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the purchaser, it should do so in writing. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidders bid and forfeiture of the EMD without prejudice to any other action against such bidder as deemed fit by the Purchaser.

22. Liquidated damages/Penalty: the date of delivery mentioned in any Office order should be strictly adhered to otherwise, the B.D.O, Boipariguda reserves the right not to accept the delivery in part or full and to claim the liquidated damages/ Penalty at 1% per week or part thereof subject to a maximum of 10% of the total value of the supply order which may be deducted from the final bill.

  
12/1/23  
Block Development Officer  
Boipariguda, Dist: Koraput

23. Partial shipment: Not permitted.

24. If supply is not completed within the stipulated period and no extension at the period of supply is applied for and granted this office reserves the right to make purchase from any other sources without sending any intimation of cancellation of the order placed with the vendors. If the tender(s) fail to execute the order(s) within the time period, as indicated in the tender /order for supplies or as mutually agreed to the order will be cancelled. They will also be liable for all damages sustained by the Office for non supply including the liability to pay any difference between the prices accepted by him and those ultimately paid by the office for the articles otherwise the firm will be black-listed from the office purchases. B.D.O, Boipariguda will assess such damages and his decision in the matter will be final.

25. The contract for supply cannot be sublet without the permission of the B.D.O, Boipariguda . The article supplied and installed should strictly confirm to the specification, grades etc, quoted by the firm or to the samples supplied by the firm and accepted by this Office. If any of the articles supplied by the tendered are found to be bad or unsound, un-merchantable, inferior in quality, or not in accordance with the description or otherwise faulty for unfit for use or unwholesome, the price or prices, of such article incomplete tenders/ tenders without required documents will be rejected. Tenders submitted after the closing date and time will not be entertained.

26. Any cheating or forgery found at any moment, the B.D.O, Boipariguda has the right to forfeit the EMD or Security Money and empowered to take legal action as deemed fit.

27. Please note that the items should be supplied and installed within 30 days from the date of order, failing which the order will be automatically stood as cancelled and the EMD/Security deposit will be forfeited.

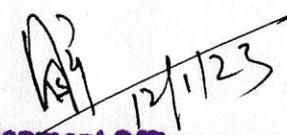
28. B.D.O, Boipariguda reserves the right to accept/ reject any / all the tenders in part or in full without assigning any reason thereof.

29. In the event of the any dispute or difference(s) between the vendee Panchayat Samiti, Boipariguda and Vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the B.D.O, Boipariguda who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties. The place of arbitration and language to be used in arbitral proceedings shall be decided by the arbitrator. All disputes shall be subject to Koraput Jurisdiction only.

30. Any deviations in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Purchase order and demonstrate at the their own cost.

I We hereby undertake to abide by all the rules and regulations formulated by this Office and mentioned in the Sealed Limited Tender Notice No-2388 dated 23.11.2022 of Panchayat Samiti, Boipariguda . /We also undertake to follow the final decision taken by the B.D.O, Boipariguda in case of any dispute in future.

31- The bidders must present with sample of the items on the day of opening of Tender. The best samples be accepted irrespective of price quoted.

  
Block Development Officer  
Boipariguda, Dist: Koraput

**Name of the Vendor/Bidder:**

**Address:**

**Tel Nols:**

**Fax Nols):**

**Mobile E-mail:**

**Full Signature  
(authorized signatory):**

**Seal of the Firm**

*AS4*  
*12/1/23*  
**Block Development Officer**  
**Boipariguda, Dist. Koraput**  
**Boipariguda.**

**FORM-1**

**(To be typed in the official letter head of the bidder)**

**Sealed Limited Tender No. 4/22-\*23 dated.9.1.2023**

**To  
The Block Development Officer,  
Boipariguda**

**(TO BE FILLED BY BIDDERS REGISTERED WITH NSIC)**

**NAME OF THE BIDDER :-**

**WHETHER REGISTERED WITH NSIC: YES/ NO-**

**WHETHER COPY OF NSIC CERTIFICATE ENCLOSED: YES/NO:-**

**NSIC REGISTRATION CERTIFICATE IS VALID UPTO:-**

**MONETARY LIMIT OF NSIC REGISTRATION CERTIFICATION:**

**WHETHER ITEM QUOTED DISCOVERED IN CERTIFICATE:-**

**REGISTRATION CERTIFICATE: YES/ NO:-**

**Whether you have succeeded in securing orders for same items (item quoted), in competition (i.e. without price preference ) with large scale units during the preceding 12 months (from the date of this tender) (say: yes or no) :-**

**1 Signature with Seal of the  
NSIC registered Bidder**

**NAME OF THE BIDDER:**

**Place:**

  
**Block Development Officer  
Boipariguda, Dist: Koraput**

**FORM-2**

**DECLARATION-GENERAL**

**(To be submitted in Manufacturer's/ Bidder's Letter Head)  
Sealed Limited Tender No. 2388/2022, dated.23.11.2022**

**To  
The Block Development Officer,  
Boipariguda**

**WE HEREBY DECLARE THAT WE HAVE READ & UNDERSTOOD ALL  
THE GENERAL TERMS & CONDITIONS, TECHNICAL SPECIFICATIONS  
ETC. MENTIONED IN THE ABOVE TENDER AND THE SAME IS  
ACCEPTABLE TO US AND WE WILL ABIDE BY THE SAME.**

**Signature with Seal of the Bidder**

**NAME OF THE BIDDER:**

**Place:**

**Date**

  
**Block Development Officer  
Boipariguda, Dist: Koraput**

**RATE QUATED BY THE BIDDER**

<i>S.I.No</i>	<i>Name of the Items</i>	<i>Rate quoted</i>
1	Duel Desk	Rs. (in Word) Rupees.....
	TOTAL	Rs.

**Signature with Seal of the Bidder**

**NAME OF THE BIDDER:**

**Place:**

**Date**

**Block Development Officer,  
Boipariguda**