

ପଞ୍ଚାୟତ ସମିତି କାର୍ଯ୍ୟାଳୟ , ଜୟପୁର

OFFICE OF THE PANCHAYAT SAMITI, JEYPORE

Email: ori-jeypore@nic.in

Phone No: 06854-251045

Letter No. 801/ 2023

Dated.17.03.2023

SHORT QUOTATION CALL NOTICE

Dear Sir/ Madam,

The Panchayat Samiti, Jeypore invites sealed quotations of tenders from reputed Indian Manufacturers/ Suppliers / Agencies, their authorized dealers / DGS&D approved registered Firms for supply of 110nos of Dual Desk in 3 schools for 5T Transformation High School under Jeypore Block. The quoted amount is inclusive of all taxes (i.e.) transportation charges, installation charges and delivery charges of the articles. The sealed quotation must reach to the undersigned on or before 29.03.2023 by 05.30PM through Regd Post/ Speed Post with copy of GST Certificate, PAN Card, EMD of Rs.10,000/- in shape of Bank Draft drawn in favour of Block Development Officer, Jeypore. The quotation paper cost of Rs.6,000/-(non-refundable) shall be drawn in favour of Block Development Officer, Jeypore shall reach the office of the undersigned from 21.03.2023 to 29.03.2023. The quotation will be opened on 31.03.2023 at 11.00AM in presence of interested parties or authorized agents.

The cost of the supplied articles shall be paid only after delivery / installation of the articles of **5T High Schools of Jeypore Block (1. Govt UGHS, Balipujariput, 2. Govt. Up-graded High School, Dimla 3. Govt. Up-graded High School, Hadia)** in good serviceable condition. The undersigned reserves all rights to cancel this quotation without any prior notice to the suppliers. The supplier should supply the quoted articles within 7 (Seven) days from the 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 29.03.2023 by 5.30 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 be entertained.
2. The envelope containing the quotation should be properly sealed and super-scribed as "**Sealed Tender for Supply of Dual Desk of 5T High Schools of Jeypore Block.**" 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.
3. The above quotation(s) will be opened on **dated.31.03.2023 At.11.00 AM** in the **Office Chamber of BDO, Jeypore**. The interested Vendor (s) or their authorized agents may remain present during opening of quotations, if they desire so, at their own expenses. Agent will be allowed to participate in the opening of tenders only with proper authorization letter.
4. The Bidders must be present with the sample of items on the day of opening of Tender. The best samples will be accepted irrespective of price quoted.

Block Development Officer
Jeypore, 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.
6. The total cost of the materials along with fixing / labour charges if any should be mentioned.
7. 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.
8. Whether you are rate contract with the Director of Export Promotion and Marketing, Orissa or the Director General of Supplies and Disposals, Govt of India. If your are quoting the price at EPM or DGS & D rate, Please send a copy of that rate contract.
9. Please enclose your valid up-to-date PAN Card and GSTIN, GST Certificate, GST return/ Latest IT Return for last 03 years. If selected, then the supplier has to submit every document needed by the Accounts Department of this Office as per Govt. Rule for payment.
10. 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.
11. **Non-refundable Tender/Quotation Fee:** - A demand draft of **Rs.6000/- (Rupees Six 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, Jeypore**" payable at Jeypore must be deposited along with the tender otherwise your tender will be cancelled.
12. **EARNEST MONEY DEPOSIT (EMD/BID SECUTIRY):** The EMD/ BID security are required to protect the Purchaser against the risk of Bidders conduct, which would warrant the security's forfeiture. An earnest money of Rs.10,000/- in shape of A/C payee Demand Draft/ banker's Cheque of a commercial bank in favour of "**Block Development Officer, Jeypore**" payable at Jeypore must be deposited along with the Quotation. The EMD should normally to remaining valid for a period of 45 days beyond the final bid validity period. Please mention the item name & no of the tender, your company name and address in the back side of the EMD draft for our reference. The EMD to the unsuccessful Bidder (s) /Vendor(s) will be returned to them at the earliest (within 30 days) after expiry of the final bid validity or latest on or before the 30th day of the award of the contract or order whichever is earlier without any interest. The earnest money of the successful Bidder /Vendor will be returned to them without any interest after completing the successful installation / Delivery in good and serviceable conditions. Bidder(s) /Vendor(s) exempted from applying EMD shall have to furnish the related valid documents for such exemption.
13. Tender(s) without appropriate Tender fee & EMD will be rejected at the spot of opening of the tender and no reconsideration will be made.

The EMD/Bid Security may be forfeited.

- (a) If a Bidder withdraws, modifies, revises, deviates from its bid or any of the terms and conditions of this tender enquiry document during the period of bid validity specified by the Bidder on the Bid Form: or

*Block Development Officer
Jeypore, Dist. Koraput*

- (b) In case of a successful Bidder, if the bidder fails to furnish order of acceptance within 30days.
14. Modification and withdrawal of Bids (prior to deadline only): The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by telex or cable or fax or e-mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids. No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security,
15. Opening and Evaluation of Bids
- (i) The Purchaser will open all Bids, in the presence of Tender Committee members and Bidders' representatives who choose to attend, as per the schedule given in bid details. The Bidder's 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.
 - (iv) Arithmetical errors in the financial bids will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between the price quoted in words and figures, the rate quoted in words will be taken as final and shall be binding on the agency.
 - (v) The Purchaser may waive any minor informality, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.
 - (vi) If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
16. 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.


Block Development Officer
Jeypore, Dist: Koraput

17. Liquidated damages/Penalty: the date of delivery mentioned in any Office order should be strictly adhered to otherwise, the B.D.O, Jeypore 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.
18. Partial shipment: Not permitted.
19. 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, Jeypore will assess such damages and his decision in the matter will be final.
20. The contract for supply cannot be sublet without the permission of the B.D.O, Jeypore. 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.
21. Any cheating or forgery found at any moment, the B.D.O, Jeypore has the right to forfeit the EMD or Security Money and empowered to take legal action as deemed fit.
22. Please note that the items should be supplied and installed within 7days from the date of order, failing which the order will be automatically stood as cancelled and the EMD/Security deposit will be forfeited.
23. B.D.O, Jeypore reserves the right to accept / reject any / all the tenders in part or in full without assigning any reason thereof.
24. In the event of the any dispute or difference(s) between the vendee Panchayat Samiti, Jeypore 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, Jeypore 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.
25. No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
26. The Court situated at Jeypore shall have jurisdiction to decide any dispute or litigation if arises in future beyond the above-mentioned rules and regulations. The resultant contract will be interpreted under Indian law.
- Scope of Work (Basis of Work & Quality Assurance)


Block Development Officer
Jeypore, Dist: Koraput

- A. Supply and Installation. This includes delivery, loading & unloading the consignment and transporting it from the place of storage to the installation site.
- B. Participation in the quotation process has to clarify any deviation to the specified design, construction or materials. Without such clarifications, sealed quotations to Block Office Jeypore will not be constricted as being in total conformance to the requirements of the specifications
- C. The selected manufacturer must warrant for a minimum period of one-year starting (date of acceptance of the goods or occupancy, whichever comes first) that all products sold under the contract referenced above shall be free from defects in material and workmanship. The supplier should also replace the damaged parts either during transit or installation
- D. Under standard laboratory working conditions, the furniture supplied and part thereof are expected to be corrosion free for minimum five years from the date of installation.
- E. The tender documents should be completed in all respects giving full details of the furniture models being quoted against each parameter, as given in tender. Merely writing yes/no will not suffice. The manufacturer has to mention additional features/deviations if any form technical specifications in remarks column.
- F. The tender document not proving desired details or not meeting technical specification in Total is liable to be rejected at sole discretion of this Office i.e. Panchayat Samiti, Jeypore.
- G. The manufacturing date of furniture should not be older than six months from the date of purchase order. Old stocks must not be supplied.
- H. The responsibility of any damage caused during transit will solely lie with vendor. Vendor has to replace damaged parts if any maximum within 15 days of notice given by this Office.
- I. 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.

CHECK LIST FOR BIDDERS

1. Tender paper cost.
2. EMD
3. Copy of PAN Card
4. Copy of GST certificate
5. Undertaking
6. Service Support Details form
7. Form A to E
8. Price quoted.


Block Development Officer
Jeypore, Dattikorapur

UNDERTAKING

I/We hereby undertake to abide by all the rules and regulations formulated by this Office and mentioned in the Sealed Tender Call Notice No.801/2023, dated. 17/03/2023 of Panchayat Samiti, Jeypore. I/We also undertake to follow the final decision taken by the B.D.O, Jeypore in case of any dispute in future.

Name of the Vendor/Bidder:

Name of the Manufacturer

Address:

Tel No(s):

Fax No(s):

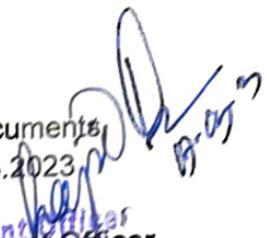
Mobile:

E-mail:

Full Signature (authorized signatory):

Seal of the Firm

In case the supplier requires any elucidation regarding the tender documents, they are requested to contact this Office on or before 05.30 PM of 29.03.2023.


Block Development Officer,
Jeypore, Jeypore

SERVICE SUPPORT DETAILS FORM
Sealed Tender No.801/**2023**,dated.**17.03.2023**

Sl No.	List of Similar type furniture / articles serviced in the past 03 year	Local Address, Telephone Nos. Fax no(s). And e-mail address of the firm located at Koraput or its adjoining area	Value of minimum stock of spares held at all times

Signature and Seal of the manufacturer / Bidder.....

Place.....

Date.....


Block Development Officer
Jeypore, Dist:Koraput

FORM-A
DELISTING DECLARATION
(To be typed in the official letter head of the bidder)
Sealed Tender No. 801/2023, dated.17.03.2023

To
The Block Development Officer, Jeypore
Panchayat Samiti, Jeypore-764001

We M/s _____ hereby declare / clarify that we have not been banned by any Government or quasi Government agencies or Public Sector Undertakings.

Note: If a bidder has been banned by any Government or Quasi Government Agencies or Public Sector Undertakings, the fact must be clearly stated with details. If this declaration is not given along with the bid, the tender will be rejected as no-responsive. Bidder to type the above on his letter head and sign.

Signature with Seal of the Bidder

NAME OF THE BIDDER: _____

Place:

Date:

FORM-B
EXEPTIONS AND DEVIATIONS
(To be typed in the official letter head of the bidder)
Sealed Tender No. 801/2023, dated.17.03.2023

To
The Block Development Officer, Jeypore
Panchayat Samiti, Jeypore-764001

SL NO	REF OF BID DOCUMENT		SUBJECT	DEVIATION
	PAGE NO.	CLAUSE NO.		

DECLARATION-GENERAL

WE HEREBY DECLARE THAT APART FROM THE DEVIATIONS, IF ANY, MENTIONED ABOVE, WE HAVE READ & UNDERSTOOD ALL THE TERMS & CONDITIONS, TECHNICAL SPECIFICATIONS 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
Jeypore, Dist. Koraput

FORM-C

(To be typed in the official letter head of the bidder)
Sealed Tender No. 801/2023, dated.17.03.2023

To
The Block Development Officer, Jeypore
Panchayat Samiti, Jeypore-764001

TO BE FILLED BY BIDDERS REGISTERED WITH NSIC	
1	NAME OF THE BIDDER
2	WHETHER REGISTERED WITH NSIC: YES / NO
3	WHETHER COPY OF NSIC CERTIFICATE ENCLOSED: YES / NO
4	NSIC REGISTRATION CERTIFICATE IS VALID UP TO:
5	MONETARY LIMIT OF NSIC REGISTRATION CERTIFICATION
6	WHETHER ITEM QUOTED DISCOVERED IN CERTIFICATE; REGISTRATION CERTIFICATE: YES / NO
7	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)

Signature with Seal of the NSIC registered

Bidder

NAME OF THE BIDDER: _____

Place:

Date:

FORM-D**FINANCIAL STATUS STATEMENT OF THE MANUFACTURER / BIDDER FOR LAST THREE YEARS**

(To be typed in the official letter head of the bidder)
Sealed Limited Tender No. 801/2023, dated 17.03.2023

To
The Block Development Officer, Jeypore
Panchayat Samiti, Jeypore-764001

Sl No.	Financial / Accounting Year	Profit. (Rs.)	Loss. (Rs.)	Annual Turnover (in Indian Rupees)
1	2019-20			
2	2020-21			
3	2021-22			
---	-----	-----	-----	-----

Signature with Seal of the Bidder

NAME OF THE BIDDER: _____

Place:

Date:

Block Development Officer
Jeypore, Dist: Koraput

FORM-E
DECLARATION-GENERAL
(To be submitted in Manufacturer's / Bidder's Letter Head)
Sealed Tender No. 801/2023, dated. 17.03.2023

To
The Block Development Officer, Jeypore
Panchayat Samiti, Jeypore-764001

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
Jeypore, Dist: Koraput