

# DISTRICT CHILD PROTECTION UNIT, KORAPUT

## INVITING TENDER CALL NOTICE

Letter No 466

/ Dated 15 / 07 / 2022

Sealed quotations in single cover system are invited in the prescribed format from the intending reputed eligible registered Firms/ Manufacturers/ Suppliers/ Proprietors/ Agencies for supply of **Mini Hoarding/Flex on prevention of Illegal Adoption** at all CHC and PHC of Koraput District having valid documents like registration certificate, GST; PAN, 3 years Annual Turnover, Work Experience Certificate etc. for the following items. The offers are liable for rejection if found incomplete in any respect.

Sl No.	Description of items	EMD	Time of Completion
1	Supply of Mini Hoarding/Flex on prevention of Illegal Adoption at all CHC and PHC of Koraput District	30,000/-	45 Days

The tender or bid will be consisting of two bid systems i.e. Technical Bid & Financial Bid. The firm who qualifies the Technical Bid will go for the Financial Bid. RFP along with all the documents can be submitted by the tenderer or bidder. The tender/bid documents completed in all respect will be received from 15.7.22 to 31.7.22 latest by 5.00 PM during office hour in DCPU, Koraput through **registered post/speed post/Courier service** only and will be opened on dt. 2.8.22 at 4.00 PM by the purchase committee in the presence of bidders or their authorized representatives in the Office chamber of **Sub Collector, Koraput**.

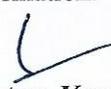
The request for offer/ bid document including price bid, detailed specification, approved drawing and design for Mini Hoarding/Flex can be received from DCPU, Koraput or can be viewed/ downloaded from the district website i.e. [www.koraput.nic.in](http://www.koraput.nic.in) from 15.7.22 to 31.7.22 The bid must be accompanied with Non-Refundable Demand Draft/TDR of Rs. 500/- (Rupees Five Hundred) only towards bid cost & Rs 30,000/- towards EMD duly pledged in favour of District Child Protection Office, Collectorate, Koraput payable at Koraput failing which the bid shall not be considered.

*The authority reserves the right to accept/reject any or all the quotations without assigning any reason thereof.*

Memo No. 467 /

Dt. 15 / 07 / 2022

Copy submitted to the Collector & District Magistrate , Koraput for kind information.

  
Sub Collector, Koraput

Memo No. 468 /

Dt. 15 / 07 / 2022

Copy to the DIO, NIC Koraput to web host the tender call notice for wide publication.

  
Sub Collector, Koraput

Memo No. 469 /

Dt. 15 / 07 / 2022

Copy to office Notice Boards of Sub-Collector, Koraput Office/ DSWO, Koraput, DCO, Koraput for wide circulation.

  
Sub Collector, Koraput

Memo No. 470 /

Dt. 15 / 07 / 2022

Copy to members of Tender Committee for information. They are requested to attend the opening of tender at scheduled date & time.

  
Sub Collector, Koraput

Memo No. 471 /

Dt. 15 / 07 / 2022

Copy submitted to the Additional Director, OSCPS W& CD Department for kind information.

  
Sub Collector, Koraput

## Scope of the Work

Supply of Mini Hoarding/Flex on prevention of Illegal Adoption at all CHC and PHC of Koraput District having (4' X 6') size & 4 mm thickness as per approved design, drawing and specification under Advocacy and awareness and delivery at all 300 CHC & PHC under Koraput District including cost of carriage and all taxes etc. complete.

## Eligibility Criteria/Documents to be attached:

1. All manufacturers/ firms/Agencies/SSI Unit/ MSME / Supplier registered under OSIC or NSIC etc. having valid registration certificate, GST, PAN, 3 years Annual Turnover, Work Experience Certificate etc. can be eligible.
2. The firm must have valid GST Certificate of GS Tin.
3. The firm must have valid income tax PAN and service tax registration certificate.
4. The firm must have a **minimum average annual turnover of Rs.20.00 lakhs over last three years** in the business (2019-20, 2020-21 & 2021-22).  
(Pl. attach copy of audited balance sheet for 2019-20, 2020-21 & 2021-22 clearly indicating the turn over)
5. The product must conform to minimum technical requirements / standards as per sample copy provided.
6. The annual turnover and work experience shall be relaxed for startups.
7. In case where the manufacture has submitted the bid, the bids of authorized dealer will not be considered.
8. The bidder shall not participate in more than one bid for a particular work.
9. In case of a bidders having more than one independently manufacturing unit one unit can participate in the bidding process.
10. The bidders must be a reputed manufacturers/ firms/Agencies/Registered Supplier.
11. The bidder must have similar type of work experience.
12. The selected bidder has to supply and installation the items within 45 days from the date of issuance of work order.

## Instructions to Bidders:

1. Interested bidders are advised to view the detailed Bid documents at [www.koraput.nic.in](http://www.koraput.nic.in).
2. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL BID". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL BID"
3. Bidders desirous of participating in the tender shall have to pay the tender costs mentioned in the notice inviting quotation. The tender cost is required to be paid in shape of Demand Draft/TDR only drawn from any nationalized bank in favour of DCPO,Collectorate,Koraput.
4. Earnest money (EMD) worth of Rs.30,000/- shall be deposited in shape of Deposit receipt/ TDR etc. from any nationalized bank duly pledged in favour of DCPO,Collectorate,Koraput payable at Koraput.
5. Bid securities (EMD) of the unsuccessful bidders shall be returned to them one week after finalization of bid.
6. The bidders shall submit copies of documents defining their respective constitutional or legal status, place of registration and principle place of Business Company or Firm or partnership.
7. The Bidders shall submit report on their financial standing such as audited profit and loss statements, balance sheet, Auditors reports and banker's certificates for the past three years. All accounting statements must be duly audited and submitted along with the auditors note accounts and accounting standards.
8. The bidders shall have to indicate their capacity to manufacture.
9. Certificate to the effect that the products to be supplied are indigenous & not fully imported.
10. Since timely execution of works is the essence of the contract, requests for extension of time shall not ordinarily be entertained.
11. Notice inviting quotation, bid documents, financial bid, terms & conditions shall from the part of the tender/bid/quotation.

12. Bidders may in their own interest visit the sites before submitting bid/quotation.
13. All taxes applicable at the time of supply will be admissible.
14. In case of supply of any defective materials or substandard material, the materials will be rejected & it will be the responsibility of the supplier for taking back & replacing the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office, it shall be the right of the buyer to suitably dispose of the same and forfeit the amount.
15. DCPU, Koraput will not be responsible for any incidental or consequential losses of the firms while in execution and till expiry of the period of supply.
16. Deviations in terms and conditions, specification of material will not be accepted under any condition.
17. Prices quoted must be firm and fixed. It shall be quoted in both figure and word. No price variation/escalation shall be allowed.
18. Conditional quotation shall not be accepted. Therefore, it is in the interest of the bidders not to write anything extra in the Price Bid except price.
19. Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
20. If a special situation arises, where the L1 bidder is not in a position to supply the full quantity required, the remaining quantity, as far as possible may be awarded to the L2 bidder at the approved rate of the L1 bidder after obtaining specific approval from the competent authority.
21. The authority reserves the right to split the quantities and to award the said work to more than one bidder at the approved rate.
22. The bidders shall exhibit the sample of the items on the day of opening of Bid/quotation.
23. The bid shall be rejected if the bidder fails to produce the sample.
24. The bidders registered under NSIC, OSIC, MSME/SSI are entitled for price preference as admissible provided the offers under consideration are otherwise clear for acceptance in all respect.
25. The bidder is not entitled to withdraw his offer after opening of Bid/quotation.
26. All subsequent addendum/corrigendum to the tender shall be hoisted in district official website [www.koraput.nic.in](http://www.koraput.nic.in).
27. The supplier should submit the Bank account details for transfer of funds.
28. Exemption towards cost of tender paper & EMD cost as admissible will be given on products as required documents.

**Submission of Bid/Quotation/Evaluation:**

1. The bids must be submitted in single cover system super scribed with the name of work submitted through registered/ speed post/ Courier service duly filed up & signing all pages.
2. The bidder must ensure that the bids are received within the specified place, date and time as indicated in the Quotation notice.
3. The bidders are required to provide their Contact Number.
4. Bidders shall not be permitted to alter or modify their bid after expiry of deadline for receipt of bid/quotation.
5. All the bid documents shall be self attested in all pages failing which the bid will be rejected.
6. The bids received after the scheduled date of time will not be entertained and non acceptable.
7. The purchaser will examine, evaluate and compare the quotations received from the responsive Bidders and select the L<sub>1</sub> bidder taking in to consideration the lowest price quoted for all items taken together.
8. If a special situation arises, where the L1 bidder is not in a position to supply the full quantity required, the remaining quantity, as far as possible may be awarded to the L2 bidder at the approved rate of the L1 bidder after obtaining specific approval from the competent authority.
9. Only when the technical bid of the bidder is accepted, then only his/her financial bid will be opened.

**Late Bids:**

1. The bidders shall not be permitted to submit the bid by any other mode not mentioned in the bid document. In such case, even if the bidder has submitted the specific document in hard copy in original within the stipulated date line, the bid shall be considered as late bid and not acceptable.
2. The bids receipt beyond the prescribed date and time shall not be entertained.

**Procedure for opening the Bids:**

1. The technical bid and financial bid shall be opened at the time & date mentioned in the bid documents in presence of bidders or their authorized representative.
2. If due to any reason the opening date is declared as a holiday the bid will be opened on the next working day at the same time & venue.

**Advance of Supplier:**

1. No advance shall be made to the supplier.
2. The payment shall be made on satisfactory completion of distribution/supply of materials.

**Acceptance of the Bid Document:**

When the person to whom the proposal is made it implies his assent thereto, the proposal is said to be accepted provided it shall be a responsive bid. A proposal when accepted becomes a promise.

**Cancellation/Rejection of the Bid Documents**

The bids shall be cancelled or rejected on the following grounds:

- a) Special conditions which are not in the tender notice and which are unacceptable.
- b) Indefinite conditions which will make difficult to access the financial implications.
- c) Tenders being incomplete in some important respect.
- d) Failure to specify the time within which the work can be completed.
- e) Failure to deposit the specified amount of earnest money.
- f) Irrational rate in different items of a tender.

**Specification of the Mini Hoarding/Flex on prevention of Illegal Adoption at all CHC and PHC of Koraput District**

Type of Materials	Design Type	Specification	Requirement in Nos.
Mini Hoarding /Flex	Mini Hoarding/Flex on prevention of Illegal Adoption at all CHC and PHC of Koraput District	4' X 6' inch with 4 mm thick	300

## Technical Submission Checklist

The Checklist to be provided as first page of the Technical Bid:

S. No.	Documents	Attached (Yes/No)
1.	Firm/Agency Registration Details	
2.	Income Tax Return acknowledgement	
3.	PAN Card	
4.	GST Registration Certificate	
5.	Proof of Experience/ Contracts	
6.	Turnover of the Bidder	
7.	Earnest Money Deposit	
8.	Declaration Certificate not been previously black listed.	

### Payment

Payment shall be made on satisfactory completion of the work.

### Bid Price Condition:

- A. The total price shall be inclusive of all taxes, transportation and other expenses.
- B. The Rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

  
Sub Collector, Koraput

**DETAILS OF TENDER PAPER FOR SUPPLY OF MINI HOARDING/FLEX ON PREVENTION OF ILLEGAL ADOPTION AT ALL CHC AND PHC OF KORAPUT DISTRICT**

A. **COST OF TENDER PAPER:** Rs. 500/- (Rupees five hundred only) Non-refundable by way of Demand Draft/TDR.

B. **AVAILABILITY OF TENDER PAPER:** [www.koraput.nic.in](http://www.koraput.nic.in)

C. **INSTRUMENT OF PURCHASE OF TENDER PAPER:**

Demand Draft no/TDR No \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/2021 (if the tender paper downloaded from the District website, DD issued by any scheduled commercial bank in favour of DCPO,Collectorate, Koraput, payable at Koraput to be attached with tender paper.

To be filled in by the bidder.

*(Only in case of tender paper downloaded from website.)*

*Bidder Name and Address:*

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.....  
.....

**Signature of the bidder**

D. **E.M.D (Refundable): Rs. 30,000/- (Rupees Thirty Thousand) only in shape of Demand Draft /TDR in favour of "DCPO Koraput payable at Koraput ".**

Demand Draft /TDR no.....Dated...../...../2021

E. **LAST DATE & TIME FOR RECEIPT OF TENDER:** ..... latest by 5.00 PM

F. **DATE & TIME OF OPENING OF TENDER:** Technical Bid will be opened ..... at 4.00 PM.

Only when the technical bid of the bidder is accepted, then only his/her financial bid will be opened.

Financial Bid will be opened on same day i.e., ..... at 4.30 PM at Office Chamber of Sub Collector Koraput.

G. **ADDRESS FOR SUBMISSION OF TENDER PAPER BY REGD./SPEED POST/ COURIER SERVICE ONLY:**

**DISTRICT CHILD PROTECTION UNIT, COLLECTORATE, KORAPUT  
AT- SAHID LAXMAN BHAWAN, NEAR AUROBINDO SCHOOL  
PO -KORAPUT, PIN-764020**

**DETAILS OF TENDER PAPER FOR SUPPLY OF MINI HOARDING/FLEX ON PREVENTION OF ILLEGAL ADOPTION AT ALL CHC AND PHC OF KORAPUT DISTRICT**

To,

The DCPO,  
DCPU, Koraput.

Sir,

I / We do hereby submit item wise quotation below for Supply of Mini Hoarding/ Flex on Prevention of Illegal Adoption at all CHC & PHC under Advocacy and Awareness programme in Koraput District.

**Price bid amount**

SI No	ITEM	DESIGN TYPE	SPECIFICATION	Price per unit including GST, Transportation cost & other expenses at CHC and PHC point within Koraput District (Both in figure & Word).
1	2	3	4	5
1	Mini Hoarding/Flex on prevention of Illegal Adoption at all CHC and PHC of Koraput District	Good quality Hoarding/ Flex of 4' X 6' Inch size & 4 mm thickness and printed design in multi colour as prescribed by Govt.	4' X 6' Inch size & 4 mm thick (Flex/ Hoarding)	

Place:

Date:

Signature with Seal of the Bidder

**DECLARATION BY THE BIDDER**

I/We, hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my/ our knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DCPO, Koraput. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

**Place:**

**Date:**

**Signature with Seal of the Bidder Designation**