



## OFFICE OF THE ZILLA PARISHAD: KORAPUT

Ph No. - 06852-250376 (O)/Fax-252182 /E-Mail. [ori-dkoraput@nic.in](mailto:ori-dkoraput@nic.in)

### TENDER CALL NOTICE FOR SUPPLY OF OFFICE STATIONERY

Zilla Parishad, Koraput invites sealed tenders from the interested and eligible tenderers for supply of stationery to Zilla Parishad, Koraput for One year which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties.

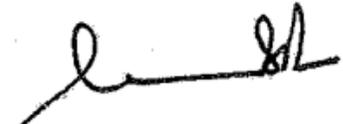
Name of Work	Tender Document fee	Estimated Annual Cost for a year	Earnest Money Deposit (EMD)	Security Deposit (SD)	Last Date of Receiving of sealed tender bids	Date of Tender Opening (Technical Bid)
Supply of stationery for Zilla Parishad, Koraput	Rs. 500/-	Rs. 2,00,000/-	Rs. 2,000/-	Rs.10,000/-	29.11.2022 5.30 P.M.	30.11.2022 11.30 A.M.

1. A set of tender document can be purchased from Office of the Zilla Parishad, Koraput, Main Road, Koraput, in front of Koraput Municipality on any working day from 19.11.2022 to 28.11.2022 between 10.00 AM to 05.30 PM at a non-refundable tender fee of Rs. 500/- (Rupees Five hundred only) payable through demand draft of any nationalized bank drawn in favor of "CDO-cum-EO, ZP," payable at Koraput.
2. Tender Document can also be downloaded from 'Tenders' link of the District Headquarters website [www.koraput.nic.in](http://www.koraput.nic.in) and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs. 500/- shall be deposited along with E.M.D.
3. Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in third sealed cover super-scribed "Bid for Supply of Stationery" must reach the undersigned on or before 29.11.2022 till 05:30 PM by Speed Post/ Regd. Post/ Courier only.
4. The successful tenderer will have to deposit a security amount of Rs. 10,000/- (Rupees Ten Thousand) only in the form of Fixed Deposit Receipt (FDR) made in the name of the office but hypothecated to the Zilla Parishad, Koraput, covering the period of contract.
5. The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://Koraput.nic.in>.

Complete address for submission of bid:

The CDO-cum-EO, Zilla Parishad (ZP), Main Road, (In front of Koraput Municipality, Koraput) Koraput - 764020

The Authority reserves every right to reject any or all the Tender without assigning any reason thereof.

  
CDO-cum-EO  
Zilla Parishad, Koraput

## Tender for Supply of Stationery Items

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

### TENDER DOCUMENTS CONSIST THE FOLLOWING:-

1. Eligibility criteria
2. General Instructions to Tenderers
3. General Terms & Conditions of Contract
4. Special Terms & Conditions of Contract
5. Technical Bid (Annexure "A")
6. Financial Bid (Annexure "B")
7. Proforma of Undertaking (Annexure "C")
8. Proforma of Bank Guarantee (Annexure "D")

### ELIGIBILITY CRITERIA

1. **EXPERIENCE**: The bidder must have minimum three years of experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Nationalized Banks. Copies of two such Purchase Orders of (Rs. 50,000 or more) received during each of the last three years should be enclosed.
2. **ANNUAL TURNOVER**: Annual Turnover should be Rs. 2 Lakhs or more during last 3 financial years i.e. 2019-20, 2020-21 & 2021-2022. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2019-20, 2020-21 & 2021-2022 to be submitted along with the technical bid.
3. **STATUTORY REGISTRATIONS** : The tenderer must have valid PAN No. and GST No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and Tax return for last 3 years is to be submitted with the technical bid.

### GENERAL INSTRUCTIONS TO TENDERERS

1. **SEALED TENDERS** are invited from reputed suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed.

#### **2. SALE OF TENDERS, LAST DATE OF RECEIPT AND OPENING OF TENDERS**

**Issue of Tenders**: A set of tender document can be purchased from office of the Zilla Parishad, Koraput on any working day from 19.11.2022 to 28.11.2022 between 10.00 AM to 05.30 PM at a non-refundable tender fee of Rs. 500/- (Rupees Five hundred only) payable through demand draft of any nationalized bank drawn in favour of "CDO-cum-EO, ZP" payable at Koraput.

Tender Document can also be downloaded from 'Tenders' link of the district Headquarters website [www.koraput.nic.in](http://www.koraput.nic.in) and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.500/- shall be deposited along with E.M.D. Cost of Tender document is not refundable.

**Last date of Receipt**: The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be reaching at the Office of the Zilla Parishad, Koraput by the stipulated date and time. Late Bids i.e. bids received after the specified date and time of receipt will not be considered. Telegraphic/Telex/Fax/E-mail/ conditional/ incomplete Tenders will not be entertained and shall be rejected.

**Sign of Tenderer with seal**

**Opening of Tenders:** The Tender will be opened at 11.30 AM on 30.11.2022 in the office chamber of the CDO-cum-EO, ZP, Koraput in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an evaluation committee constituted by the CDO-cum-EO, ZP, Koraput to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be opened on the same date of opening of tender in the office chamber of the CDO-cum-EO, ZP, Koraput in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

**Signing of Tender:** Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory.

3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of one year from the date of award of contract. However, the CDO-cum-EO, ZP, Koraput may extend the validity for further period of one year on same terms, conditions and rates.

4. **PROCEDURE FOR SUBMITTING TENDERS**

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

- i. Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, and undertaking as per instructions etc.
- ii. Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as "Technical Bid for supply of stationery items" and "Financial Bid for supply of stationery items" respectively. An Earnest Money Deposit of Rs. 2,000/- (Rs. Two Thousand only) in the form of Demand Draft only of any nationalized bank should be placed at the top of the technical bid. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.500/- shall also be deposited along with E.M.D. Both the envelopes containing technical bid and financial bid should be put in a third sealed envelope and should be super scribed "Tender for supply of stationery items". Sealed tenders should be addressed to the CDO-cum-EO, Zilla Parishad, Koraput.

5. **DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Demand Draft of Earnest Money Deposit and cost of tender document, in case the same has been downloaded from website.
- c) Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2019-20, 2020-21 & 2021-2022
- d) Photocopy of PAN No. of the Firm/Company/Proprietor.
- e) Photocopy of Income Tax return in for last 3 years i.e. 2019-20, 2020-21 & 2021-2022 in support of the annual turnover.
- f) Copies of two Purchase Orders (of Rs. 50,000/- or more) received from Govt. Departments/ PSUs/Nationalized Banks during each of the last three years i.e. 2019-20, 2020-21 & 2021-2022 in support of the experience.
- g) The undertaking (Annexure-"C") duly signed by the tenderer.

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

**Sign of Tenderer with seal**

## **6. PRICES:**

1. Price should be quoted for all the items listed in Annexure "B" without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
2. Price Bids should be inclusive of all taxes, freight charges and packing charges.
3. Conditional bids shall be rejected.
4. The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.
5. Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
6. The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the CDO-cum-EO, ZP, Koraput reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.

**7. RIGHT OF REJECTION OF TENDER:** The CDO-cum-EO, Zilla Parishad, Koraput reserves the right to accept or reject any or all the tenders without assigning any reason.

**8. EVALUATION OF BIDS:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of all taxes) worked out in the price bid. The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

## **GENERAL TERMS & CONDITIONS OF CONTRACT**

### **1. DELIVERY OF STORES:**

- a) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the CDO-cum-EO, ZP, Koraput within 20 days from the date of dispatch of purchase order.
- b) The supply shall have to be made in 3-4 installments during the year.
- c) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.

**2. PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

**3. PAYMENT:** Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of Zilla Parishad, Koraput. No advance payment shall be made.

Sign of Tenderer with seal

4. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the CDO-cum-EO. In the event of the contractor contravening this condition, the CDO-cum-EO has right to terminate the contract.
5. **PENALTY CLAUSE & RISK PURCHASE-** The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
  - a) **For Delay in Supply-** Penalty of 2 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.
  - b) **For Non Supply-** If the order is still not supplied, the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.
6. **SECURITY DEPOSIT:** Performance security of Rs. 10,000/- shall have to be deposited by successful tenderer(s) through DD/Banker's Cheque in favour of "CDO-cum-EO, ZP" payable at Koraput as per Annexure "D". The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.
7. **DISPUTES AND ARBITRATION :** In case of any dispute the decision of the CDO-cum-EO will be final. The venue of any arbitration shall be Koraput. The CDO-cum-EO also reserves the right to terminate the contract at any time without assigning any reason(s) thereof.

#### **SPECIAL TERMS & CONDITIONS OF CONTRACT**

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "B")
2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of CDO-cum-EO. Any defect found in the materials / stores supplied will render the supplies open to rejection and decision of the CDO-cum-EO, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the CDO-cum-EO. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.

**Sign of Tenderer with seal**

TECHNICAL BID

1. Name of Firm : \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Tele No./Fax No. and E-mail address: \_\_\_\_\_
4. Person responsible for conduct of business: \_\_\_\_\_
5. PAN No.: \_\_\_\_\_
6. GST No.: \_\_\_\_\_
7. Annual Turnover: 2019-2020 \_\_\_\_\_  
2020-2021 \_\_\_\_\_  
2021-2022 \_\_\_\_\_
8. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks  
2019-2020 (1) \_\_\_\_\_ Value Rs. \_\_\_\_\_  
(2) \_\_\_\_\_ Value Rs. \_\_\_\_\_  
2020-2021 (1) \_\_\_\_\_ Value Rs. \_\_\_\_\_  
(2) \_\_\_\_\_ Value Rs. \_\_\_\_\_  
2021-2022 (1) \_\_\_\_\_ Value Rs. \_\_\_\_\_  
(2) \_\_\_\_\_ Value Rs. \_\_\_\_\_

I \_\_\_\_\_, proprietor/partner/director of \_\_\_\_\_  
\_\_\_\_\_(Name of the company/firm) hereby declare that the information given in this form  
is true and correct to the best of my knowledge and belief.

Dated: \_\_\_\_\_

Signature with Stamp: \_\_\_\_\_

Place: \_\_\_\_\_

**PRICE BID****Annexure-“B”**

Sl. No	Name of Items	Specifications	Approx. Quantity	Unit cost	Total Cost	GST	Total Cost including GST
1	Calculator	Large display 12 digit with check & correct option, dual power					
2	Register 1 Quire	60 GSM paper (pages 120)					
3	Register 2 Quire	60 GSM paper (pages 300)					
4	Small Tag	4 inches long.					
5	Big Tag	12 inches long.					
6	Stapler	Regular Kangaroo Made					
7	Stapler	Big Kangaroo Made					
8	Stapler Pin	Kores make No. 10 1M					
9	Stapler Pin (Big)	Kangaroo make 24/6 Thousands Staples					
10	A-4 Size paper	JK Paper, 75 GSM					
11	Envelope A-4 Size	Cloth lined 100 GSM					
12	Envelope A-3 Size	Cloth lined 100 GSM					
13	Guard File	Box file type					
14	Cover folder for Cash Book (Plastic)	(As per requirement)					
15	A-4 Sheet Color	150 GSM					
16	Stump Pad Blue	Camel (110mm*70mm)					
17	Dak Pad	Size 11X15 inches. With good qualities					
18	Adhesive colored Flag	Page marker					
19	Cello tap (Small)	Transparent tape (0.5 inch)					
20	Cello tap (Big)	Transparent tape (1 inch)					
21	Fevistick	Fevicol brand(15gm.)					
22	Marker	Cello permanent marker blue/black					
23	White Fluid	Faber Castell Correction pen					
24	Adhesive colored Flag	Big size Flag					
25	Printed Index Register						
26	Printed Attendance Register						
27	Peon Book						
28	Printed Fly Leaf	(As per requirement)					
29	Flat File						
30	Note Sheet (1 <sup>st</sup> & Continuous Page)	(As per requirement)					
31	Pin	(Small Packet)					
32	Pen (All Type)	As per requirement					
33	Drawing Sheet	As per requirement					
34	Duster						
35	White Board Marker	As per requirement					
36	Pencil	HB Natraj, Camel, Classmate					
37	Scale	One foot (Plastic)					
38	Sharpener	Natraj					
39	Eraser	Apsara non dust eraser (33mm*17mm*10mm)					
40	Highlighter						
41	Sketch Pen	(Packet)					
<b>GRAND TOTAL =</b>							

**GRAND TOTAL AMOUNT IN WORDS :** Rupees

Date:

Place:

Signature &amp; Seal of the Tenderer

**Undertaking**

To,

The CDO-cum-EO  
Zilla Parishad, Koraput

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt organization at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted are of standard quality and workmanship.
- 5) The firm is not black listed in any Govt. org./institution.
- 6) I/We give the rights to the CDO-cum-EO, ZP, Koraput to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm  
(Firms Name& Address)

(Signature of Authorized Signatory)

Name:

Designation:

Seal:

**ANNEXURE - "D"**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

(to be submitted at the time of award of tender)

To,

The CDO-cum-EO  
Zilla Parishad, Koraput

WHEREAS (Name and address of the supplier), hereinafter called the "supplier", has undertaken for supply of Stationery items (herein after called "The contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.10,000/- (Rupees Ten thousand only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under control and without CAVIL or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid up to 24(Twenty Four) months from the date of notification of award i.e. up to (indicate date).

.....  
(Signature with date of the authorized officer of the bank)

.....  
(Name & designation of officer)

.....  
(Seal, name & address of the bank and address of the branch)