

**OFFICE OF THE COLLECTOR, BALASORE**  
**(ST & SC DEV. SECTION)**

Order No. 29 /ST & SC, Dt: 25.03.2021

**SHORT TENDER CALL NOTICE**

Sealed tenders in prescribed format are invited from the Authorized dealers/ Distributors/ Firms/ Registered Manufacturers/ Whole sale Co-operative Societies for supply of the following items.

Sl.No	Name of the Items	Specification	Maximum cost per unit	Approx. Quantity
1	Pen (Black Ball Point)	Any Brand	Rs.10/-	1100
2	Ink Pad	Small Size	Rs.20/-	1100
3	Brown Adhesive Tape (One inch wide)	Small Size	Rs.20/-	1100
4	Note Book	Exercise Note Book A4 Size (70pages)	Rs.25/-	1100
5	Scissors	Small	Rs.20/-	1100
6	Sanitizer	Any Brand (500ml)	Rs.150/-	100
7	Gloves	Per Pair	Rs.10/-	1100
8	Hoarding	15 ft. X 10 Ft.	Rs.5500/- per Hoarding	25
		12ft. X 8 Ft.	Rs.3300/- per Hoarding	16
		10ft. X 5 Ft.	Rs.1100/- per Hoarding	440`
9	Flex Banner	6ft. X 3 Ft.	Rs.550/- per Flex Banner	5600

The tender paper shall complete in all respect should reach reach the DWO section, Collectorate upto 5.00 P.M on or before 31.03.2021 with superscribing on the top of the envelope as “**Supply of Items towards OBC Survey Balasore District**”. The Tender paper shall be available in DWO, Balasore during the office hours from 25.03.2021 onwards upto 31.03.2021.



The prescribed tender schedule can also be downloaded from the district website <http://baleswar.nic.in> and can be filled along with a DD of Rs.500/- (non refundable) drawn in favour of District Welfare Officer, Balasore in SBI,Balasore and payable at Balasore towards the cost of tender paper along with EMD of Rs. 5000/- The Bid will be opened on 31.03.2021 at 5.30 P.M in the Office chamber of **Collector & District Magistrate, Balasore** in presence of the purchase committee members and the bidders or their authorized representative only. The tenderers should submit the attested copy of valid GSTIN clearance certificate, income Tax clearance certificate and PAN Card along with tender paper. The rate should be inclusive all taxes and the tenderrers shall furnish the effective sale and source certificate and deliveries of the materials are to be made in the office of the DWO, Balasore . The successful tenderer shall supply the materials within 07 days from the date of the receipt of the supply order. No transporation cost will be given to the selected supplier. The successful bidder shall supply the materials in the approved rate. This office is not responsible for any kind of delay in receipt of the tender document. If the successful tenderer will not supply the materials in approved rate and stipulated time , the EMD shall be forfeited and credited into the account of the DWO, Balasore. The detailed BID process towards tender is given in Annexure-I, II and III.

#### **Address of Submission of Tender Documents**

District Welfare Office, Collectorate, Balasore, Pin: 756001



**Programme**

Period of available of tender papers:- 25.03.2021 to 31.03.2021 up to 5.00 P.M.

Period of submission of tender:- 25.03.2021 to 31.03.2021 up to 5.00 P.M.

Last date for receipt of tender:- 31.03.2021 up to 5.00 P.M.

Date of opening of tender:- 31.03.2021 at 5.30 P.M. in the office chamber of  
Collector & District Magistrate, Balasore.

Mode of receiving of tender:- By Registered post/ Speed post/ Courier/ Hand  
receipt (in Tender box available at DWO office).

The authority reserves the right to reject any or all the tenders without  
assigning any reason thereof.

*Phy*  
*24/3/21*

  
Collector, Balasore

**ANNEXURE - I**

**DETAILED TENDER NOTICE AND TERMS AND CONDITIONS FOR SUPPLY OF ITEMS FOR SURVEY OF SOCIAL AND EDUCATIONAL CONDITION OF PEOPLE BELONGING TO BACKWARD CLASSES**

1. The detailed tender papers along with prescribed Tender Schedule (Annexure-I to III) can be obtained on payment of Rs. 500/- (Rupees five Hundred) only (Non-refundable) from the DWO Office, Balasore during the office hours from **25.03.2021 to 31.03.2021 till 5.00 P.M.** The money receipt thereof is to be submitted alongwith in the tender forms. The prescribed tender schedule can also be downloaded from the District Web site <http://baleswar.nic.in> and can be filled alongwith a DD of Rs. 500/- (Rupees Five Hundred) drawn in favour of DWO, Balasore in SBI, Balasore and payable at Balasore towards the cost of tender paper along with EMD of Rs.5000/-. drawn in favour of DWO, Balasore in SBI, Balasore and payable at Balasore. The unsuccessful Bidders will be receive back their EMDs immediately.

2. The tender will be opened on **31.03.2021 at 5.30 PM** in the chamber of Collector & District Magistrate ,Balasore in presence of the bidders or their authorized representatives only and members of the District Level Purchase Committee constituted for this purpose. Without presence of Bidder or their authorized representatives their tender paper will not be considered.



**SPECIFICATION/ TECHNICAL AND FINANCIAL BID & GENERAL TERMS AND CONDITION  
FOR SUPPLY OF ITEMS**

1. The bidders should submit bids in two envelopes, one containing the financial bid indicating the unit cost and the other should be the technical bid only. Both the envelopes should be super scribed accordingly. Both the covers should be placed in a big sealed cover super scribing **“Supply of Items towards OBC Survey Balasore District”.**

2. 2 (a) TECHNICAL BID

The Technical bid should contain the following.

- i. Money receipt/DD of Rs. 500/- in favour of DWO, Balasore
- ii. Past Performance.
- iii. Self declared Technical competence & production capacity details.
- iv. Copy of the Annual Income & expenditure for last two year 2018-19,2019-20.
- v. A demand draft/ TDR of Rs. 5000/- (Rupees Five thousand) only as EMD from State Bank of India payable at Balasore drawn/ pledged in favour of the **District Welfare Officer, Balasore** , refundable without interest.
- vi. Self attested copies of VAT cleared earlier/ GSTN and up-to-date tax payment clearance
- vii. Self attested coy of the PAN Card
- viii. Tender paper in Annexure I , II & III signed in each page
- ix. Copy of TIN / GSTIN Certificate

(b) FINANCIAL BID

- i. The financial bid should contain the Unit price for supply of items for Survey of Social and Educational Condition of people belonging to Backward Classes in Balasore District in the prescribed format in Annexure - III of the tender paper and the price quoted must be inclusive of all taxes, loading, unloading, transportation and delivery at DWO Office, Balasore.



ii. The budget for procurement of items is mentioned below:

Sl.No	Name of the Items	Specification	Maximum cost per unit	Approx. Quantity
1	Pen (Black Ball Point)	Any Brand	Rs.10/-	1100
2	Ink Pad	Small Size	Rs.20/-	1100
3	Brown Adhesive Tape (One inch wide)	Small Size	Rs.20/-	1100
4	Note Book	Exercise Note Book A4 Size (70pages)	Rs.25/-	1100
5	Scissors	Small	Rs.20/-	1100
6	Sanitizer	Any Brand (500ml)	Rs.150/-	100
7	Gloves	Per Pair	Rs.10/-	1100
8	Hoarding	15 ft. X 10 Ft.	Rs.5500/- per Hoarding	25
		12ft. X 8 Ft.	Rs.3300/- per Hoarding	16
		10ft. X 5 Ft.	Rs.1100/- per Hoarding	440`
9	Flex Banner	6ft. X 3 Ft.	Rs.550/- per Flex Banner	5600

iii. The Financial bid should be filled in properly and legibly without any correction/ over writing. The rate and units should be written both in words and figures and it should be serialized. The rate quoted should be final and the tenderer shall not be allowed to change the same under any circumstances.

*Handwritten signature*

## OTHER TERMS AND CONDITION

1. The supplier has to supply the items as per specification to DWO, Balasore in good condition and obtain the receipt from the DWO, Balasore.
2. The sample of the items will be checked by the committee to ensure the quality from successful Bidders from the Technical Bid and Financial Bid for final approval of the items to be supplied by the selected Bidder.
3. The agency finalized for supply of items should fully understand the expected quality & quantity of product along with specification of the Items.
4. The successful bidders shall be required to supply the required quantity of items at DWO Office within 07 Days of the indent placed with the supplier. The authority reserves the right to place supply order as per requirement of items time to time.
5. The intending supplier should deposit Rs. 5000/- (Rupees Five thousand) only as EMD in shape of DD in favour of the DWO, Balasore along with the tender in Technical bid which will be kept as security deposit. The amount will be refunded in case of unsuccessful bidders without interest.
6. Earnest Money deposited by the successful tenderer will stand converted to security deposit which will be refunded after successful completion of contract period and audit of accounts of the supplier. The whole or part of the Security Deposit will be forfeited for irregular performance or breach of any terms(s) and condition(s) of agreement during the period of Earnest Money.
7. In case of disputes about the quality, Collector or his authorized representative(s) will initiate an enquiry and take suitable action including debarment against the supplier.
8. The supplier will hand over delivery Challan in support of delivery of the Stock at O/o the DWO, Balasore along with his claim bill.
9. Any claim of the Govt. remaining unpaid by the supplier towards his supply shall be recoverable as a public demand under the Orissa Public Demand Recovery Act' 1962.
10. If any question or dispute shall at any time arise between the parties here to touching or arising out of or in respect of this supply, then the same shall be referred to the appropriate court or tribunal constituted by the Govt. of Odisha whose decision will be final, conclusive and binding on both the parties.
11. Tenders received after the stipulated date and time or without sample shall be liable for rejection.
12. The Authority reserves the right to reject any or all tenders received without assigning any reason thereof.
13. The bidder has to sign in each of the tender paper as a token of acknowledgement of acceptance of the Terms, conditions, Specification etc.
14. The agency shall be selected through a District Level Purchase Committee Chaired by the Collector and DM. Balasore.
15. The sample of items to be supplied is to be placed before the purchase committee and supply is to be made as per the sample approved.



**Annexure - III**

**Pricing bid paper for the Procurement of Items towards Survey of Social and Educational Condition of people belonging to Backward Classes in Balasore District**

I do hereby submit the tender to supply the below mentioned-items to DWO Office, Balasore District in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

1. Name of the supplier -( In Capital Letters)
  
2. Detailed Address for communication -
  
3. Telephone/ Mobile No. -
  
4. Money Receipt No. and Date  
  
(cost of tender paper) should be  
  
mentioned and -enclosed with the tender paper.
  
5. Description of the EMD  
  
deposited (in shape of DD  
  
pledged in favour of DWO,  
  
Balasore )

**Details of Items to be supplied with quantity & price (Bidders only):**

Sl.No	Name of the Items	Specification	Maximum cost per unit	Rate Quoted per Unit In figure and Word
1	Pen (Black Ball Point)	Any Brand	Rs.10/-	
2	Ink Pad	Small Size	Rs.20/-	
3	Brown Adhesive Tape (One inch wide)	Small Size	Rs.20/-	
4	Note Book	Exercise Note Book A4 Size (70pages)	Rs.25/-	
5	Scissors	Small	Rs.20/-	
6	Sanitizer	Any Brand (500ml)	Rs.150/-	
7	Gloves	Per Pair	Rs.10/-	
8	Hoarding	15 ft. X 10 Ft.	Rs.5500/- per Hoarding	
		12ft. X 8 Ft.	Rs.3300/- per Hoarding	
		10ft. X 5 Ft.	Rs.1100/- per Hoarding	
9	Flex Banner	6ft. X 3 Ft.	Rs.550/- per Flex Banner	

**N.B:** The price of each items which is to be quoted must include the cost of transportation and TAX as applicable.

**Signature of the Bidder**

