

PANCHAYAT SAMITI: SADAR, BALASORE

ori-bbalasore@gramsat.nic.in

Sealed Limited Quotation Notice No-2321, Dt- 14/7/2021
Last date: on or before 3 PM of 26/07/2021

Dear Sir/ Madam,

The Panchayat Samiti, Sadar, Balasore invites Sealed Limited Quotations from reputed Indian Manufacturers/ Suppliers / Agencies/ Companies/ their Authorized Dealers / GeM approved registered Firms for High quality Joint Desk and Bench made of 18 mm MDF for smart class room intended for different schools under Transformation of High School as per details mentioned below, so as to reach the undersigned on or before 3 pm date 26.07.2021.

Sl No	Category	Dimension	Qty	Rate
01	(High quality Desk with 01 rubber buffer and hook and Bench made of 18 mm MDF) with Powder coated paint, MS square tube/bar (Joint Bench and Desk)	For Desk, Length-3.5ft, Height-2.5 ft, Broad-14 inch For Bench, Length-3.5ft, Height-1.5 ft, Broad-12 Inch with leaning back rest of about a height of 32 inch	Order will be placed after verification of the sample	Including GST

The quoted amount is inclusive of all taxes and fees (including transportation charges, and delivery charges of the articles).The material will be delivered at School point.

The cost of the supplied articles shall be paid only after delivery and installation at each School point in good serviceable condition. 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/Tender Box kept at Establishment Section, Sadar Block only up to 26/07/2021 on or before 3 PM and will be opened on 26/07/2021 (4 PM) in the office chamber of the undersigned. The supplier should supply the quoted articles within 15 (Fifteen) days from the receipt of this letter of Indent by this office. Since provision of Bench and desk for preparation of smart classroom is to be completed in a time bound manner, failure to deliver the items in the prescribed time frame will lead to forfeiture of the EMD amount.

The following terms & conditions should be strictly adhered to:

1. Please send your sealed quotations(s) through Registered /Speed Post/ Tender Box kept at Establishment Section, Sadar Block only so as to reach Block Development Officer, Panchayat Samiti Sadar, Blasore Pin-756001 on or before 26/07/2021 by 3 PM. sealed quotations(s) received after the closing date and time will not be entertained and this office will not be responsible for them. Quotation (s) through fax / e-mail will not be entertained. The quoted rates should be valid up to 31/03/2022.
2. The envelope containing the quotation should be properly sealed (preferably wax/ Cello tape seal) and super-scribed as "Sealed Limited Quotation Against Quotation Notice No Call Notice No _____ dated _____ for ' Supply of Supply of bench and desk for High school Transformation, due on 26/07/2021 at 3 PM . 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 26/07/2021 at 4 PM** in the **Chamber of the Block Development Officer, Sadar, Balasore**. The interested Vendor (s) or their authorized agents shall remain present during opening of quotations, if they desire so, at their own expenses. Nobody will be allowed to participate in the opening of Sealed Quotations without authorization. They are requested to remain present with one sample of the Bench and desk which will be provided.
4. If the above stated opening or closing date (s) happens to be Govt. Holiday(s) / *Bandh*, the submission /opening of the Sealed Quotation will be on the next working day as per the time scheduled.
5. The number and quantity will be decided after verification of the sample and order will be placed as per the requirement of the school. The quantity may be increased / decreased according to the requirement. The **Block Development Officer, Sadar, Balasore** has the right to order or not to order any number and quantity of any such articles. The **B.D.O, Sadar, Balasore** also has right to divide / split the total order of an item among more than one party. *Contract would 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 requirements not in a position to supply the full quantity required, the remaining quantity as far as possible will be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.* Decision of the **B.D.O, Sadar, Balasore** will be final and binding on all vendors / bidders. The **Block Development Officer, Sadar, Balasore** 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.
6. 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.
7. Document 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 Sealed Quotation ; 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 otherwise your Sealed Quotation (s) / quotations(s) will be rejected. Other than the rates quoted by the firms, priority of selection will be given to those firms of having credentials of supplying to Govt. of India / Govt. of Odisha in the past.
8. 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.
9. **Technical literatures, brochures etc. supporting the above specifications or facilities may be seen / referred. The Bidders / Vendors are requested to highlight / underline the specification in the technical Brochure as per the specification wanted by the Office. The company should submit all relevant drawings & sketches of each product separately in line with specifications along with the bid.**
10. Please enclose your valid up-to-date Copy of GST returns, PAN Card, registration Number of the Firm.

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. Usual warranty will apply on all products. Bidders will be solely responsible for the service and maintenance of the same.
14. **EARNEST MONEY DEPOSIT (EMD/BID SECURITY):** 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. 1,00,000/-(Rupees One Lakhs only) in shape of A/C payee Demand Draft of a Nationalised bank in favour of "Block Development Officer, Sadar, Balasore" payable at 'Balasore' must be deposited along with the Quotation.** The EMD should normally be remaining valid for a period of minimum 60 days beyond the final bid validity period. Please mention the item name & no of the Sealed Quotation, 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.
15. Sealed Quotation(s) without appropriate Sealed Quotation fee & EMD will be rejected at the spot of opening of the Sealed Quotation 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 Sealed Quotation enquiry document during the period of bid validity specified by the Bidder on the Bid Form: or
- (b) In case of a successful Bidder, if the bidder fails to furnish order of acceptance within 30days.

Exemption from EMD

Firms registered with NSIC and Central Public Sector Enterprises (PSE) who are exempted from payment of EMD are allowed exemption from payment of EMD/SD if the product being quoted is actually manufactured by them and the product is registered with these agencies . Firms registered with these agencies selling products of other companies and not manufacturing the products being quoted by them are not allowed exemption from. To avail EMD exemption, the firms should submit a legible photocopy of valid Registration Certificate. Registration certificate should be valid as on date of quotation. Photocopy of application for registration as NSIC or for renewal of NSIC will not be acceptable. Such offers will be treated as offers received without EMD. EMD exemption document (as specified above) should be deposited by Sealed Quotation due date and time with the Sealed Quotation Registration with GeM will not entitle the Sealed Quotation to claim exemption from payment of EMD.

16. 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 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.

17. 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 Bidders' 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, offered 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.
- (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.
- (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) Prior to the detail evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purpose of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservation to critical provisions such as those concerning Bid Security / Performance Security , Warranty, Force Majeure, Applicable law and Taxes and Duties, etc., will be deemed to be a material deviation.
- (vii) 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.

18. 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.

19. Liquidated damages/Penalty: The date of delivery mentioned in Office order should be strictly adhered to otherwise, the B.D.O, Sadar, Balasore 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

20. subject to a maximum of 10% of the total value of the supply order which may be deducted from the final bill.
21. **Partial shipment:** permitted in two equal instalments only.
22. 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 Sealed Quotation(s) fail to execute the order(s) within the time period, as indicated in the Sealed Quotation /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, Sadar, Balasore will assess such damages and his decision in the matter will be final.
23. The contract for supply **cannot be sublet** without the permission of the B.D.O, Sadar, Balasore. 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 Sealed Quotation are found to be bad or unsound, un-merchantable, inferior in quality, or not in accordance with the description or otherwise faulty or unfit for use or unwholesome, the price or prices, of such article incomplete Sealed Quotations/ Sealed Quotations without required documents will be rejected. Sealed Quotations submitted after the closing date and time will not be entertained.
24. Any **cheating or forgery** found at any moment, the **B.D.O, Sadar, Balasore** has the right to forfeit the EMD or Security Money and empowered to take legal action as deemed fit.
25. Please note that the items should be supplied and installed within 7 days from the date of order, failing which the order will be automatically stood as cancelled and the EMD/Security deposit will be forfeited.
26. B.D.O, Sadar, Balasore reserves the right to accept / reject any / all the Sealed Quotations in part or in full without assigning any reason thereof.
27. In the event of any dispute or difference(s) found between the vendor and B.D.O, Sadar, Balasore and Vendor(s), the matter shall be referred to the Civil Court of Sadar, Balasore exclusively.
28. While scrutinising the bids during opening of quotations top priority will be given to local/adjacent district jurisdiction suppliers in order to avoid any future dislocations during supply of materials. This is being done to avoid delay in delivery of the item as **High quality Joint Desk and Bench made of 18 mm MDF for smart class room** is to be completed in all schools within time frame as per the direction of the Collector, Balasore.
29. Priority shall be accorded to the suppliers with past experience of supplying the said item to different public offices in order to ascertain surety in timely supply why because **Transformation of High School** is a time bound government programme.
- Scope of Work (Basis of Work & Quality Assurance)**
- A. Supply of **High quality joint Desk and Bench made of 18 mm MDF for smart class room**. This includes delivery to 7 Schools, loading & unloading the consignment and transporting it from the place of storage to the installation site.
- B. Removal of debris, dirt and rubbish accumulated as a result of installation / commissioning of the office and leaving the premises broom clean and orderly
- C. 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

Sadar, Balasore will not be constricted as being in total conformance to the requirements of the specifications

- D. The selected manufacturer or supplier 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
- E. **Under standard laboratory working conditions, the High quality joint Desk and Bench made of 18 mm MDF for smart class room supplied and part thereof are expected to be corrosion free for minimum five years from the date of installation.**
- F. The suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance about the product (As per Annexure –I) which they have supplied to this office. Without these documents the Sealed Quotation may be rejected by this Office.
- G. The Sealed Quotation documents should be completed in all respects giving full details of the **High quality joint Desk and Bench made of 18 mm MDF for smart class room** models being quoted against each parameter, as given in Sealed Quotation. Merely writing yes/no will not suffice. The manufacturer has to mention additional features/deviations if any form technical specifications in remarks column.
- H. The Sealed Quotation document not proving desired details or not meeting technical specification in Toto is liable to be rejected at sole discretion of this Office i.e. Block Office, Sadar, Balasore.
- I. The manufacturing date of furniture should not be older than six months from the date of purchase order. Old stocks must not be supplied.
- J. The responsibility of any damage caused during transit will solely lie with the vendor. Vendor has to replace damaged parts if any maximum within 15 days of notice given by this Office.
- K. 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.

DECLARATION

I/We hereby undertake to abide by all the rules and regulations formulated by this Office and mentioned in the Sealed Limited Quotation Notice No _____ of Panchayat Samiti, Sadar, Balasore. I/We also undertake to follow the final decision taken by the B.D.O, Sadar, Balasore in case of any dispute in future and we will supply materials within 15days of receipt of work order.

Name of the Vendor/Bidder

Name of the Manufacturer

Address:

Tel No(s):

Fax No(s):

Mobile:

E-mail:

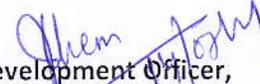
Full Signature (authorized signatory):

Seal of the Firm

Checklist mandatorily to be submitted by the Vendor/Bidder

1. Valid Registration certificate of the Firm
2. Valid EMD/ Valid EMD Exemption document
3. Valid GST Number
4. Valid PAN Number
5. Declaration that we will supply material within 15days of receipt of work order
6. One Sample to be presented at Block office for physical verification at the time of opening of Quotation.

In case the supplier requires any elucidation regarding the Quotation documents, they are requested to contact this Office through e-mail [ori-bbalasore@gramsat.nic.in] on or before 26/07/2021, 3PM.


Block Development Officer,
Sadar, Balasore

Memo No 2322 Dated- 14/07/21

Copy submitted to the Collector, Balasore / Project Director DRDA, Balasore/Sub-Collector Balasore/ District Education Officer, Balasore for favour of kind information and necessary action.


Block Development Officer,
Sadar, Balasore

Memo No 2323 Dated- 14/07/21

Copy to District Informatics Officer, NIC, Balasore for information. He is requested to upload the Sealed Quotation in District website <http://www.baleswar.nic.in>


Block Development Officer,
Sadar, Balasore

Memo No 2324 Dated- 14/07/21

Copy to this Office Notice Board / Chairperson, Panchayat Samiti, Sadar, Balasore/Tahasildar Sadar, Balasore/BEO, Balasore/ All HMs of concerned high Schools/ Computer Programmer Sadar block/Accounts Officer, Sadar, Balasore Block / Cashier of this office / GPEO, Sadar, Balasore/ Section Officer, Sadar, Balasore, and concerned Dealing staff for information and necessary action.


Block Development Officer,
Sadar, Balasore

Memo No 2325 Dated- 14/7/21

Copy to DIPRO, Balasore. He is requested to publish the quotation call notice as per write up provided by this office for wide publicity in as per existing norms and guidelines. The bill amount for advertisement should be limited Rs.3000/- (Rupees Three Thousand only) respectively.


Block Development Officer,
Sadar, Balasore

OFFICE OF THE PANCHAYAT SAMITI, SADAR, BALASORE
DIST- BALASORE

Notice No- 2321

Dtd- 14/07/2021

QUOTATION CALL NOTICE

Sealed Limited Quotations are invited from reputed Indian Manufacturers/ Suppliers / Agencies, their authorized dealers / GeM registered Firms for supply of "**High quality joint Desk and Bench made of 18 mm MDF for transformation of High School**". The detail information of the Sealed Quotation process are made available in Balasore Dist. Website i.e. <http://www.baleswar.nic.in>

The date and time of receipt of Sealed Quotations along with checklist are from 15.07.21 to 26.07.21 upto 3.00 PM on working days only.

Sd/-
Block Development Officer,
Sadar, Balasore

ANNEXURE-I
PANCHAYAT SAMITI: SADAR, BALASORE

ori-bbalasore@gramsat.nic.in

Letter No- 2321

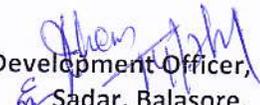
Dated- 14/07/2021

Sealed Limited Quotation Notice

The Panchayat Samiti, Sadar, Balasore invites Sealed Limited Quotations from reputed Indian Manufacturers/ Suppliers / Agencies, their authorized dealers / GeM Registered Firms for supply of "High quality joint Desk and Bench made of 18 mm MDF for smart class room intended for different schools under Transformation of High School." as per the description below.

Sl No	Category	Dimension	Qty	Rate Including GST
01	(High quality Desk with 01 rubber buffer and hook and Bench made of 18 mm MDF) with Powder coated paint, MS square tube/bar (Joint Bench and Desk)	For Desk, Length-3.5ft, Height-2.5 ft, Broad-14 inch For Bench, Length-3.5ft, Height-1.5 ft, Broad-12 Inch with leaning back rest of about a height of 32 inch	Order will be placed after verification of the sample	

Last date receipt of quotation: On or before 3PM of Dt 26.07.21. All the information on the above quotation can be availed from <http://www.baleswar.nic.in>


Block Development Officer,
Sadar, Balasore.