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OFFICE OF THE PANCHAYAT SAMITI: OUPADA
ori-Oupada@nic.in

Sealed limited Tender Call Notice No- 445 Dt-03.03.2022
Last date: 17.03.2022 on or before 4 PM

Dear Sir/ Madam,

The Panchayat Samiti, Oupada invites Sealed Limited Tender Enquiry Bids from reputed Indian Manufacturers/ Suppliers / Agencies/ Companies/ their Authorized Dealers / GeM approved registered Firms for Supply of "Dual Desk Bench and Chair" intended for 8 No 5T Schools under Oupada Panchayat Samiti as per details shown in the Annexure-I on the following terms & conditions, so as to reach the undersigned on or before date.17.03.2022

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

The cost of the supplied articles shall be paid only after delivery at **School Building** in good serviceable condition. The undersigned reserves all rights to cancel this tender without any prior notice to the suppliers. The Bids shall be received through **Registered Post / Speed Post/ Courier Service only** up to **17.03.2022 on or before 4 PM** and will be opened on.17.03.2022 (**5 PM**) in the **office chamber of the undersigned**. The supplier should supply the quoted articles **within 7 (Seven) days** from the receipt of this letter of intent by this office. The 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 Bid (s) through **Registered /Speed Post/ Courier Service** only on or before **17.03.2022** by **4 PM**. Tender(s) submitted after the closing date and time will not be entertained and this office will not be responsible for them. Bid (s) through fax / e-mail /Whatsapp will not be entertained. The envelope containing the Bids should be properly sealed (preferably wax/ Cello tape seal) and super-scribed as "**Sealed Limited Tender Enquiry Notice No445. Dated 17.03.2022 for 'Dual Desk Bench and Chair' in Oupada Block**, due on **17.03.2022** at **4 PM**. If the envelope containing the bid document is not sealed and marked as above, the Purchaser will assume no responsibility for its misplacement or premature opening.
2. The above bid documents will be opened on **dated.17.03.2022 at 5 PM** in the **Chamber of the Block Development Officer, Oupada**. The interested Vendor (s) or their authorized agents may remain present during opening of bid documents, if they desire so, at their own expenses. Nobody will be allowed to participate in the opening of tenders without authorization.
3. 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.
4. The number and quantity mentioned in the above tender notice is the probable number of quantity required to be purchased. The same may be increased / decreased according to the requirement. The **Block Development Officer, Oupada** has the right to order or not to order any number and quantity of any such articles. The **B.D.O, Oupada** 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, Oupada** will be final and binding on all vendors / bidders.

Priority of selection will be given to those firms who have quoted for all items of this tender with required specification. The Block Office, Oupada 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.

5. 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.
6. 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 tender ; 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 tender (s) / bid document (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.
7. Payment will be made within thirty working days after successful receipt and satisfactory performance. No advance payment can be made for supply of the above items.
8. 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.
9. Please enclose your valid up-to-date IT returns for the last 03 years, Copy of GST returns, PAN Card .
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. Any freebies to be supplied with the article should be clearly mentioned.
12. Usual warranty will apply on all products. Bidders will be solely responsible for the service and maintenance of the same.
13. **Refundable Bid Document Fee:-** A demand draft of **Rs.4000/- (Rupees Four 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, Oupada" payable at Oupada must be deposited along with the tender otherwise your tender will be cancelled.
14. **EARNEST MONEY DEPOSIT (EMD/BID SECURITY):** The EMD/ BID security amount may not be deposited as per the Finance Department Office Memorandum No. 8943 Dated 18.03.2021 However, Bid Security declaration in lieu of Bid Security with stipulation that if they withdraw or modify their bids during period of validity etc they will be suspended for the time specified in the tender document and the firm will be dealt as per law.

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
- (b) In case of a successful Bidder, if the bidder fails to furnish order of acceptance within 30 days.

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 bid document. 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 tender due date and time with the tender Registration with GeM will not entitle the tender to claim exemption from payment of EMD.

15. 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.

16. 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 bid document 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.
- 17. **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.
- 18. **Liquidated damages/Penalty:** The date of delivery mentioned in Office order should be strictly adhered to otherwise, the **B.D.O, Oupada** 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.
- 19. **Partial shipment:** Not permitted.
- 20. 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, Oupada will assess such damages and his decision in the matter will be final.
- 21. The contract for supply **cannot be sublet** without the permission of the B.D.O, Oupada. 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 or unfit for use or unwholesome, the price or prices, of such article incomplete tenders/ tenders without required documents will be rejected.
- 22. Any **cheating or forgery** found at any moment, the **B.D.O, Oupada** has the right to forfeit the EMD or Security Money and empowered to take legal action as deemed fit.
- 23. 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 stand cancelled and the EMD/Security deposit will be forfeited.
- 24. B.D.O, Oupada reserves the right to accept / reject any / all the tenders in part or in full without assigning any reason thereof.
- 25. In the event of any dispute or difference(s) found between the vendor/vendors and B.D.O, Oupada, the matter shall be referred to the Civil Court of Soro, Balasore exclusively.
- 26. While scrutinising the bids during opening of bid documents top priority will be given to local/adjacent district jurisdiction suppliers in order to avoid any future dislocations during supply of materials.
- 27. Priority shall be accorded to the suppliers with past experience of supplying the said item to different public offices.

Scope of Work (Basis of Work & Quality Assurance)

- A. Supply of Dual Desk Bench and Chair. This includes delivery to 8 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 bid process has to clarify any deviation to the specified design, construction or materials. Without such clarifications, sealed bids to Block Office Oupada 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 Dual Desk Bench and chair supplied and part thereof are expected to be corrosion free for minimum three 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 tender may be rejected by this Office.
- G. The tender documents should be completed in all respects giving full details of the Dual Desk Bench and Chair 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.
- H. The tender 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, Oupada.
- I. The manufacturing date of Dual Desk Bench and Chair 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.
- L. If the office of BDO, Oupada finds any discrepancy in any one of the documents supplied by any firm/vendor at any stage of the tender process, even in the financial bid process or thereafter, the undersigned reserves the right to cancel the firm from the bidding process and may award the tender to the next eligible firm.

I/We hereby undertake to abide by all the rules and regulations formulated by this Office and mentioned in the Sealed Limited Tender Notice No.445 of Panchayat Samiti, Oupada. I/We also undertake to follow the final decision taken by the B.D.O, Oupada 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 Bid documents, they are requested to contact this Office through e-mail ori-Oupada@nic.in on or before 17.03.2022 4 PM.


Block Development Officer,
Oupada

Memo No:446

Dated- 03/03/22


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


Block Development Officer,
Oupada

Memo No: 447

Dated- 03/03/22


Copy forwarded to the Computer Programmer, Block office, Oupada for information. He is requested to upload the tender call notice in Balasore District website.


Block Development Officer,
Oupada

Memo No: 448

Dated- 03.03.2022

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


Block Development Officer,
Oupada

Memo No: 449

Dated-03.03.2022

Copy to Oupada Block Office Notice Board / Chairperson, Panchayat Samiti, Oupada/Section Officer, Oupada Block for information and necessary action.


Block Development Officer,
Oupada

ANNEXURE-I
OFFICE OF THE PANCHAYAT SAMITI: OUPADA
ori-Oupada@nic.in

Letter No- 451

Dated-03.03.22

Sealed Limited Tender Enquiry Notice No.445

The Panchayat Samiti, Oupada invites Sealed Limited Tender Enquiry Calls from reputed Indian Manufacturers/ Suppliers / Agencies, their authorized dealers / GeM Registered Firms for supply of "Dual Desk Bench and Chair" intended for 8 nos. High School under of 5T Schools under Oupada Block " as per the description below.

| LIST OF ITEMS REQUIRED FOR OUPADA BLOCK | | | |
|---|-----------------|----------|---|
| Sl. No | Items | Quantity | Specification |
| 1 | Dual Desk Bench | 1 | 1. White Metal Frame 2. Green/Blue Table Top (Azure Blue, Bright Green Code-251 SUD Greenlam) 3. White Bench 4. Green/Blue Back Rest 5. Dimensions: Desk: LBH (42.5 inch, 14.25 inch, 30.25 inch) 6. Bench: L-42.5 inch, b-12 inch, h-34.5 inch 7. Back Rest: L-42.5 inch, b-9.5 inch (Nilkamal Novella Blue/Green/Light Green) |
| 2 | Chair | 1 | (Nilkamal Novella Blue/Green/Light Green) |

All the information on the above tender can be availed from <http://www.baleswar.nic.in>

[Signature]
3/3/22
Block Development Officer,
Oupada