



**DISTRICT OFFICE, BALASORE**  
(SOCIAL SECURITY SECTION)

Email: [dssobalasure@gmail.com](mailto:dssobalasure@gmail.com)

(SS&EPD DEPARTMENT, GOVT. OF ODISHA, BHUBANESWAR :Website : <https://ssep.gov.in>)

LetterNo 1628 /SS

Date 07/11/2023

(TENDER CALL NOTICE FOR SUPPLY OF SEWING MACHINE)

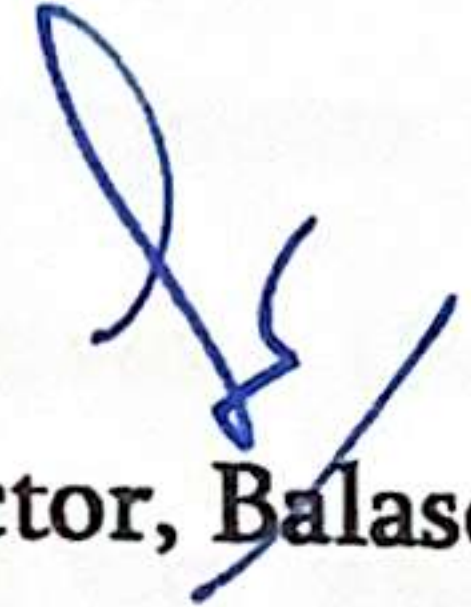
Sealed tenders are invited under two bid system – Technical & Financial, from the intending GeM (Govt. e-Marketplace) rate contact holder/ Registered Firms/ Supplying agencies having valid GST Registration and PAN for supply of 350 Nos. of manual Sewing Machine (two drive system- foot treadle table & motorized) .

The tender paper containing detailed terms and conditions, EMD other statutory requirement etc can be downloaded from the district website [www.baleswar.nic.in](http://www.baleswar.nic.in). The cost of tender paper is Rs.2,000/- (Rupees Two thousands) only which is non-refundable. Tender papers completed in all respect along with all required documents should reach in sealed covers at the District Social Security Officer, Balasore - 756001 on or before 30.11.2023 by 5.30 P.M by Registered/ Speed post only. The tenders shall be opened on 05.12.2023 at 11AM by the Collector Balasore or any Officer authorized by the Collector, in presence of the members of Tender Committee and tenderers or their authorized representatives. The tenders received beyond the scheduled date and time and without requisite documents etc., shall not be taken into consideration.

The authority reserves the right to reject any or all the tenders without assigning any reason there of and shall bear no liability what so ever consequent upon such decision.

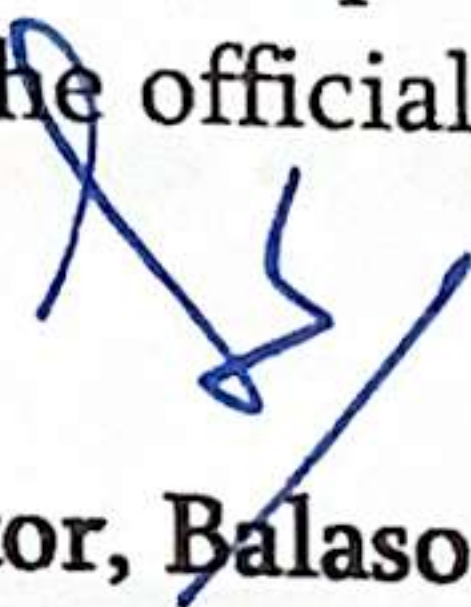
Memo No. 1629/SS /Date. 07/11/2023

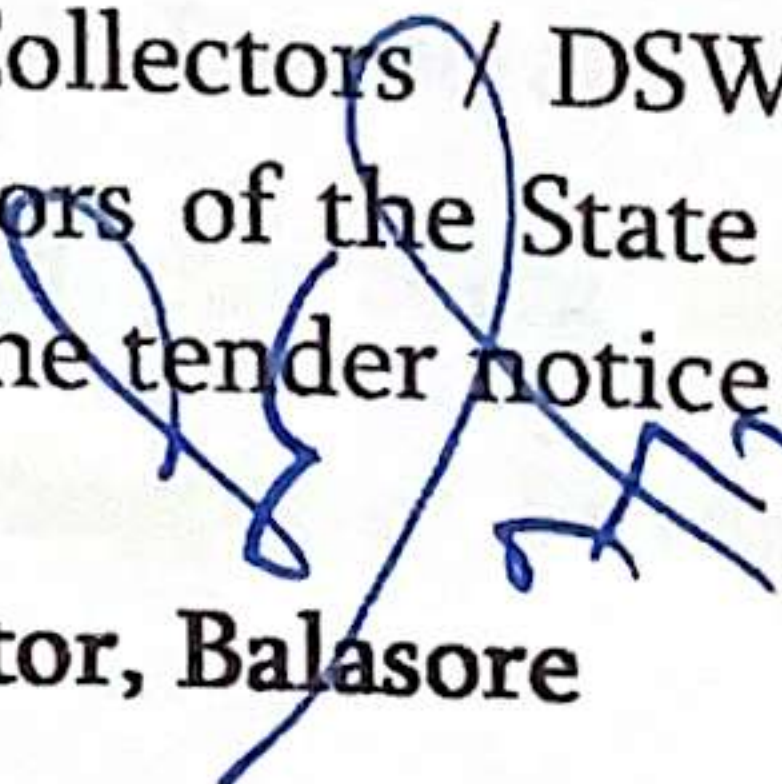
Copy forwarded to the D.I.O, NIC, Balasore for information with a request to get the Tender Call Notice and Tender document hoisted immediately in the official website of NIC, Balasore for wide publicity.

  
Collector, Balasore

Memo No. 1630/SS /Date. 07/11/2023

Copy forwarded to the CDO-cum-EO, ZP Balasore/ All Sub-Collectors / DSWO Balasore /All BDOs/ All Tahasildars//G.M., DIC Balasore / All Collectors of the State of Odisha for information and necessary action with a request to display the tender notice in the Notice Board of their respective offices.

  
Collector, Balasore


  
Collector, Balasore

**Terms and Conditions of Tender Call Notice for supply of Manual Sewing Machine to Dist Social Security Officer, Balasore**

Sealed tenders are invited from the intending GeM (Govt. e-Marketplace) rate contact holders / Registered Firms/ Supplying agencies for supply of Manual Sewing Machine (two drive system- foot treadle table & motorized) to the DSSO, Balasore

1. Bidder must be a registered distributor/re-seller on GeM( Government e-Market Place) portal.
2. The applicant should have a minimum average annual turnover of Rs1.0 Crores over the last three Finance Years. The Bidder's Firm should also have average net worth of more than Rs. 1.50 Crores during the last 3 years
3. The tender paper containing details terms and conditions, EMD statutory requirement, etc. can be downloaded from the district website [www.baleswar.nic.in](http://www.baleswar.nic.in). The tender paper must be accompanied with Rs. 2,000/- ( Rupees Two thousands) only (non-refundable) in shape of DD payable in favour of District Social Security Officer, Balasore & EMD of Rs. 1,00,000/- ( Rupees One Lakh) only should be pledged in favour of Collector, Balasore alongwith the filled-in tenders and its required documents.
4. Tender papers complete in all respect along with all required documents should reach in sealed cover at the District Social Security Officer, Balasore - 756001 on or before **30.11.2023** up to **5.30 P.M.** by Registered/Speed post only. Tenders received in other means shall not be accepted.
5. The tender will be opened on **05.12.2023** at **11.00 A.M.** by the Collector, Balasore or the Officer authorized by the Collector in presence of the members of tender committee and Tenderers or their authorized representatives. The tender received beyond the scheduled date and time or incomplete in any respect, shall not be taken into consideration.
6. The details terms and conditions associated with the assignments of tender is mentioned at **Annexure-A**.
7. The tender will be in two parts i.e. Technical Bid (Part-I) and Financial Bid (Part-II). The bidders should submit their Technical bid and Financial Bid (superscribed as such) separately in two sealed envelopes and put them into another third large sealed envelope superscribed as "**Tender for Supply of Sewing Machine**"

8. Bidders who qualify in Technical bid will be eligible to participate in Financial Bid.
9. The successful bidder/s will make agreement with DSSO, Balasore that if the said firm/Agency fails to execute the contract or withdraw the Tender paper, the EMD of the firms will be forfeited
10. All the items should be of reputed/reliable brand, and the committee will consider the items taking the quality as well as the quoted price into consideration.
11. The sample Sewing Machine must be produced before the Committee at the cost of the Bidder, at the time of opening of financial bid. Each bidder are allowed to submit only one sample of the particular item they offer to supply.
12. The Successful bidder will deliver the materials within 07 days from the date of receipt of purchase order and no transportation charges will be provided to the bidder towards supply of materials
13. The rights of expenses of the Tenderer rests with the Collector Balasore who does not bind himself to accept the lowest Tenderer.
14. In the event of any dispute covering or arising out of the Tender process shall be considered in the court of the District Magistrate & Collector, Balasore. It is hereby expressly agreed that neither party shall be competent to bring any court litigations in regard to the matters covered at any place outside the District Headquarter.

  
Collector, Balasore

ANNEXURE-A

Sl. No.	Terms and Conditions	Documents to be submitted
1	The intending Registered Firms/ Supplying agencies should be a bonafied registered body having valid Registration No. of GSTIN	Attested photo copy of the GST registration certificate.
2	The organization should be a valid filed updated G.STIN clearance certificate of last six months	Attested photo copy of PAN Card and G.STIN and return copy
3	The DIC registration certificate should be submitted in case of SSIs	Attested photo copy of DIC registration certificate
3	It should not be a black listed firm by any Government organization	Declaration by the bidder.
4	Rates should be quoted inclusive of other charges like GST transportation charges etc.	To be furnished in Financial Bid (Tender Form-2)
5	The district administration will have no liability regarding transportation, loading and unloading of materials indent for supply to the designated place in good condition. The defective or damaged materials if any will be replaced by the organization.	Declaration by the bidder.
6	The tender must be accompanied with Bank Draft of Rs. 2,000.00 (Non-refundable) in favour of Dist. Social Security Officer, Balasore payable at-HDFC Bank, Main branch Balasore towards cost of tender paper. Tenders without Earnest Money will be liable for rejection.	Draft to be enclosed
7	The tender must be accompanied with Earnest money deposit of Rs.1,00,000/- (Rupees One Lakhs) only in shape of Demand Draft pledged in favour of "Collector, Balasore". Tenders without Earnest Money will be liable for rejection. The EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful bidder will turn into security deposit.	Draft to be enclosed

8	<p>(a) The annual Average financial turnover during the last 3 years of the Bidder's Firm should be more than Rs. 01.00 Crore.</p> <p>(b) The Bidder's Firm should also have average net worth of more than Rs. 1.50 Crores during the last 3 years</p>	<p>The Bidder should submit Certificate from the Chartered Accountant regarding annual average turnover and average net worth of the Firm.</p>
9	<p>Conditional tenders are liable to be rejected. The tender, which is not as per specification will not be considered.</p>	
10	<p>If the successful bidder fails to supply the materials on the stipulated date &amp; Venue on prior intimation of 7 days the EMD will be forfeited and legal action will be taken against the Firm as per law.</p>	
11	<p>The District Administration will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in this regard as well as availability of the funds.</p>	
12	<p>Under no circumstance the successful tenderer shall appoint any sub-contractor or sub-lease the contract. If it is found that the successful tenderer has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the tenderer shall be forfeited.</p>	
13	<p>The rate quoted against this tender shall remain valid up to 12 months after publication of approved rate. No request to increase in rates will be allowed or entertained during this period.</p>	
14	<p>Partial quotation of specified quantity of an item will be rejected.</p>	
15	<p>The Authority reserves the right to reject any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.</p>	

16	On the day of opening of Tender the tenderers will have to produce the sample of items before the committee, on their own cost. If the quality of the sample of the articles found unsatisfactory, their case will not be entertained. The decision of the committee on the evaluation of the material is final.	
17	The successful supplier will have to submit one self-declaration alongwith the Bill to the effect that, the articles supplied are of the same quality as per the samples produced before the Tender Committee.	
18	The tender must be accompanied with latest income tax clearance certificate	Attested photo copy of latest income tax clearance certificate

  
Collector, Balasore

**TENDER FORM****Part -I****Technical Bid**

1.	Name of the Firms/Supplying Agency (In capital Letters)	
2.	Address of the Organization	
3.	Name of the authorized signatory. (in block letters)	
4.	Specimen signature of authorized signatory.	
5.	Telephone/ Mobile number of authorized signatory/organization	
6	PAN No. with a copy of latest return file	
7.	GSTIN No. & upto date clearance certificate and recent income tax clearance certificate	
8.	Whether organization is registered on GeM portal, if yes provide registration details	
9	Trade Certificate (DIC, SSI etc.,)	
10.	Bank Draft of Rs.2,000/- (Rupees One Thousand )only in favour of DSSO, Balasore payable at Balasore towards cost of tender paper submitted or not.	
11.	Bank Draft of Rs. 1,00,000/- (Rupees One Lakhs) only pledged in favour of Collector, Balasore towards Ernest Money Deposit.	

12.	Affidavit of declaration that the Tenderer agrees to abide by all terms and conditions of tender.	
13	Certificate from the Chartered Accountant showing the annual average turnover and net worth of the Firm during the last three financial years.	
14.	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	
15	Whether Self declaration submitted by the bidder that its organization is not black listed by any Govt. organization	

### DECLARATION

I/We hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the Tenderer shall be blacklisted and appropriate action will be taken.

Place

(Signature and seal of the authorized signatory)

Date

**TENDER FORM**  
**Part-II**  
**(Financial Bid)**

<b>Sl No.</b>	<b>Name of the Bidder / Firm with address ( in capital letter)</b>	<b>Minimum Specification of the Manual Sewing Machine</b>	<b>Rate per price including GST, transportation etc ( Both in figure and word)</b>	<b>Other specification my be provided by the firm /individual if any</b>
1		<ul style="list-style-type: none"><li>➤ Reputed Brand</li><li>➤ Manual Sewing Machine (including all components like top, stand, table, tool box etc.)</li><li>➤ Two drive systems ( foot treadle table &amp; motorized)</li><li>➤ Speed 1700 stitches per minute</li><li>➤ Stitches possible up to heavy clothes</li><li>➤ 2 years of Brand warrantee</li></ul>		

**Note : The bidders must submit only single sample as per above specification.**

**Signature and seal of  
The authorized signatory**