

COLLECTORATE: GAJAPATI: PARALAKHEMUNDI  
(WELFARE SECTION)

No. 88 /Welfare

Date: 16/1/19

**TENDER CALL NOTICE**

Sealed quotations are invited in the prescribed form from interested reputed manufacturers/ authorized Dealers for supply of Writing Materials to the ST & SC Development Department Schools functioning under District Welfare Office, Gajapati which shall conform the terms and condition (Annexure-I). The sealed quotations should reach the undersigned on or before **29.01.2019 by 5.00 PM** through **Registered post/Speed post only** and will be opened on **30.01.2019 at 5.00 PM** in the Conference Hall, Collectorate, Paralakhemundi in the presence of the bidders or their authorized representatives. The detailed terms and conditions and General bid information can be downloaded from the Gajapati District websites i.e. [www.gajapati.nic.in](http://www.gajapati.nic.in).

No.	Items	Brand	Specification	
			Size	Pages
1	Rough Exercise Note Book (Plain)	Any Brand	25 cm X 17 cm	200
2	Long Exercise Note Book (Rolling)	1.Classmate(Sathi) 2. Navneet	29.7 cm X 21 cm	172
3	Long Exercise Note Book (Plain)	1.Classmate(Sathi) 2. Navneet	29.7 cm X 21 cm	180
4	Small Exercise Note Book (Rolling)	1.Classmate(Sathi) 2. Navneet	24 cm X 18 cm	172
5	Small Exercise Note Book (Plain)	1.Classmate(Sathi) 2. Navneet	24 cm X 18 cm	180
6	Science Note Book	1.Classmate(Sathi) 2. Navneet	24 cm X 18 cm	172
7	Pencil	1.Natraj (Bold) 2.Camlin (Exam)	172 mm (Pocket with 10 nos.)	-
8	Pen (D/F Ball Pen)	1.Linc (Lazor) 2. Elkos	Pocket with 05 Nos.	-

9	Pencil Cutter (Sharpner)	Natraj-621/Apsara (Long point)	Per piece	-
10	Eraser	Camlin Kokuyo/Apsara (Non- dust)	Per piece	-

The undersigned reserve the right to reject any or all the quotations without assigning any reason thereof.

Collector, Gajapati

Memo No. 89 /2019

Date 16/1/19

Copy along with soft copy in PDF file to the District Informatics Officer, NIC, Gajapati for information and web hosting the same in the Gajapati District website [www.gajapati.nic.in](http://www.gajapati.nic.in)

District Welfare Officer,  
Gajapati

Memo No. 90 /2019

Date 16/1/19

Copy to the Executive Officer, Parakhemundi Municipality/NAC Kasinagar for information and necessary action. They are requested to display the same in their office notice board for wide publicity.

District Welfare Officer,  
Gajapati

Memo No. 91 /2019

Date 16/1/19

Copy to the all Block Development Officers/ Tahasildars of Gajapati District for information and necessary action. They are requested to display the same in their office notice board for wide publicity.

District Welfare Officer,  
Gajapati

Memo No. 92 /2019

Date 16/1/19

Copy submitted to Additional Magistrate, Gajapati / Project Director, DRDA Gajapati Sub-collector, Parakhemundi/ Project Administrator, Parakhemundi for information and necessary action. They are requested to display the same in their office notice board for wide publicity.

District Welfare Officer,  
Gajapati

Memo No. 93 /2019

Date. 14/1/19

Copy submitted to the members of Tender Committee for information and necessary action. They are requested to attend the Tender Committee meeting on 30.01.2019 at 5.00 PM at Conference Hall, Collectorate, Parlakhemundi

*S. S. S. S.*  
District Welfare Officer,  
Gajapati

Memo No. 94 /2019

Date. 16/1/19

Copy to PA to Collector-cum-Chairperson, Gajapati for favor of kind information of the Collector.

*S. S. S. S.*  
District Welfare Officer,  
Gajapati

Annexure-1

TERMS AND CONDITIONS:

1. The document from quotation containing general bid information and terms & conditions can be downloaded from the district website [www.gajapati.nic.in](http://www.gajapati.nic.in) from 15.01.2019 to 29.01.2019 Up to 5.00 PM. The bidder should deposit Rs. 6,000/- (Rupees Six thousand only) in shape of account payee bank draft drawn from any nationalized bank in favor of District Welfare Officer, Gajapati, Paralakhemundi and payable at Paralakhemundi towards cost of Tender Paper.
2. The sealed documents should reach the undersigned on or before 29.01.2019 by 5.00 P.M by Registered Post/Speed Post only and will be opened on 30.01.2019 at 11.00 A.M. in the Office of the Conference Hall Collectorate, Gajapati in the presence of the bidders or their authorized representatives.
3. The Tender paper is to be addressed to the District Welfare Officer, Gajapati and on the top of the cover should be super scribed "Tender paper for supply of Writing Materials"
4. The Bidder should deposit an amount of Rs. 26,000/- (Rupees Twenty Six thousand only) towards EMD in shape of Bank Draft duly pledged in favor of District Welfare Officer, Gajapati. The quotations submitted without EMD will be rejected. After completion of tender process the EMD will be refunded to the unsuccessful bidders.
5. The Technical Bid and Financial Bid sheet should be filled up legibly without any correction/over writing. The rates should be written both in words and figures in the quotation. The Financial Bid should be submitted in a separate envelope and on the top of the cover should be super scribed "Financial Bid"
6. The rates quoted should be inclusive of all taxes, loading and unloading, transportation charges to the Block points as per supply order.
7. The successful Authorized Dealers/ Manufacturers should supply the materials within 15 (fifteen) days' time from the date of issue of order by the undersigned, failing which the order shall be stand cancelled automatically.
8. The supplier has to bear the loss or damage if any during the transit of materials to the concerned office.
9. The interested Manufacturers /Authorized Dealers submitting Quotations should have upto date returns under different Tax provision (GST, IT etc.) The Bidder should submit the copy of valid GST registration certificate, upto date GST and Income Tax return and PAN Card along with the quotation paper.

10. Payment shall be made by District Welfare Officer, Gajapati against the successful delivery of the materials and submission of bill.
11. The quotations received beyond the stipulated date and time and incomplete quotations in any respect shall not be taken into consideration and liable for rejection. The undersigned shall not be responsible for any postal delay.
12. The competent authority is not bound to accept the lowest tender and may reject any or all the tenders without assigning any reason thereof.
13. The samples of materials should be produced at the time of opening of the quotation for consideration by purchasing committee. One bidder should quote only one rate and produce only one sample as per the bidding rate. The samples which are approved by the committee will be retained till completion of the order another non-approved samples will be returned back to the suppliers.
14. The quality of materials to be supplied will be same & equal as per samples approved by the committee.
15. After the delivery at the destination, samples of the item shall be compared with the master sample. In case of failure to supply indented items or there is deviation in specification, the supplier shall be notified to take back the consignment and the EMD will be forfeited along with other legal actions as may be deemed appropriate.
16. The undersigned reserves the right to reject or cancel any or all quotations without assigning any reason thereof.
17. Eligibility Criteria for Tenderer:
  - a. The Quotationer shall be a manufacturer or dealer of the specified item.
  - b. Must have registered under GST
  - c. Must have valid Manufacturing License issued by competent authority in case of manufacture-bidder.
  - d. Must not be under declaration of ineligibility.
  - e. Outside manufacturers who do not have any branch inside Odisha and have not made any transaction inside Odisha but are participating in the tender shall produce an affidavit to that effect.
  - f. All the document copies submitted with the quotations should be self-attested by the quotationer.

Collector, Gajapati

S/S

Annexure-2

**TENDER DOCUMENT FOR SUPPLY OF WRITING MATERIALS**

TECHNICAL BID

1	Name of Manufacturers /Authorized Dealers	
2	Address for correspondence: (With Tel. No. /Fax. No. with STD code, Mobile)	
3	Photo copy of Certificate of registration with sale tax authorities (Self-attested photo copy of GST certificate shall be attached)	
4	PAN No	
5	Self-attested copies of income Tax Returns for the FY 2015-16, 2016-17 & 2017-18 to be attached	
6	Self-attested copies of VAT return for the FY 2015-16, 2016-17 & 2017-18 to be attached	
7	Specification of FAN	
8	Particulars of E.M.D. deposited	
9	Cost of Tender Document	

Signature of Tenderer

TECHNICAL BID

Format-1

**TENDER DOCUMENT FOR SUPPLY OF WRITING MATERIALS**

**SELF DECLARATION**

Date:

Ref:

To

Collector, Gajapati (Welfare Section)  
Gajapati Collectorate, Paralakhemundi  
Odisha, Pin-761200

In response to the tender notice no \_\_\_\_\_, Dt: \_\_\_\_\_ Ms. /Mr. \_\_\_\_\_ as  
a \_\_\_\_\_, I / We hereby declare that our company is having unblemished  
past record and was not declared ineligible for corrupt & fraudulent practices either  
indefinitely or for a particular period of time.

Signature of the Bidder

Date

Place

TECHNICAL BID

Format-2

TENDER DOCUMENT FOR SUPPLY OF WRITING MATERIALS

Letter of authorization

Date:

Ref:

To

Collector, Gajapati (Welfare Section)  
Gajapati Collectorate, Paralakhemundi  
Odisha, Pin-761200

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the Company in dealing with invitation reference No. \_\_\_\_\_, Dtd: \_\_\_\_\_ . She /He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Signatory

Signature of the Bidder

Representative's Signature

Signature attested



