

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: MAYURBHANJ:
BARIPADA

No. 631 /Nizarat, Dated. 12.10.18 //

SHORT TENDER CALL NOTICE

Sealed short tenders is invited from intending bonafide suppliers/ Authorized dealer / Manufacturers for supply of **05 (five) nos. of Revolving Chairs and 50 (fifty) nos. of S-type Chair (Steel)** to be use in the Office of the Collector & District Magistrate, Mayurbhanj. The details of articles are mentioned in Annexure-I & II along with terms and conditions. The details are also available in the official website of Mayurbhanj District i.e. www.mayurbhanj.nic.in which can be downloaded.

Last date of submission of Tender paper:- 30.10.2018 by 01:30 P.M

Place of Submission:- Nizarat Section, Collectorate, Mayurbhanj.

Date & Time for opening of Tender in the office Chamber of the Collector, Mayurbhanj

a) Technical Bid:- 30.10.2018 at 03.00 P.M

b) Financial Bids of eligible Tenders: 30.10.2018 at 03.30 .PM


Terms & Condition:-

- The tender has been invited under two bid system i.e. **Technical Bid & Financial Bid**. The interested suppliers are advised to submit two separate sealed envelopes super scribing "**Technical Bid for supply of Revolving Chairs and S-type Chair (Steel)**" and "**Financial bid for supply of Revolving Chairs and S-type Chair (Steel)**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for supply of Revolving Chairs and S-type Chair (Steel)**" to the office of the Collector & District Magistrate, Mayurbhanj.
- The Financial Bid of only those bidders will be opened whose Technical bids are acceptable by the Purchase Committee constituted for this purpose. The Financial bids shall be opened on 30.10.2018 at 03.30 P.M in the office Chamber of Collector & District Magistrate, Mayurbhanj in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
- The interested suppliers/ Authorized dealer/ manufactures should submit their quotation in sealed envelope. All the pages of the tender papers should be signed with seal of the firms / agencies.
- The sealed envelope containing the proposals must be dropped in the assigned box kept in the office of Nizarat Section, Collectorate, Mayurbhanj during office hour. Any Quotation received after dateline shall liable for rejection.
- The Tenderer should deposit the cost of tender paper of Rs.300/- (Rupees three hundred) only in shape of Cash/Demand draft/ Bankers cheque

in favour of Collector & District Magistrate, Mayurbhanj payable through any Nationalization Bank at Baripada. The Tender paper can be obtained from the Nizarat Section of Collectorate, Mayurbhanj or can be downloaded from District website i.e. www.mayurbhanj.nic.in from 12/10/2018 to 30/10/2018 upto 01:30 P.M.

- The Technical bids should be enclosed with an EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of valid demand draft/ Bankers cheque in favour of Collector & District Magistrate, Mayurbhanj payable through any Nationalized Bank at Baripada by the tenderer. If the earnest money is not enclosed in sealed cover, the tender paper will be automatically rejected. The EMD of unsuccessful bidder will be refunded after finalization of tender on an application for the same.
- Photocopy of valid Pan Card, GSTIN registration certificate, up-to-date Income Tax Clearance certificate from the competent authority upto 31.03.2018 should be furnished along with the tender papers.
- The Collector & District Magistrate, Mayurbhanj reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also right to allot L-2 suppliers / firm at the lowest (L-1) rate in case of L-1 supplier fail to deliver the items.
- In case of violation of any terms and conditions and failure to supply the required materials by the successful bidders, the purchaser will have the right to cancel the Order/contract without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the EMD shall also be forfeited.
- The transportation cost of required items to be procured shall be borne by the supplier.
- The vendor will provide this office 12 months free maintenance service from the date of supply of items and such service include repair and replacement of items and spares as and when required. Thereafter, the officer may opt for continued maintenance by the vendor on the above terms and conditions.
- Interested bidders must submit their quotation in the prescribed format (item wise) and sealed with cover by superscripting "**Tender for supply of Revolving Chairs and S-type Chair (Steel)**" to the office of the Collector & District Magistrate, Mayurbhanj, Baripada-757001 latest by **30.10.2018 by 01:30 P.M.** The quotations received after due date shall not be entertained under any circumstances.
- A Purchase Committee has been formed under the Chairmanship of Collector with other members whose decision on selection/ rejection of bidders would be final basing on the quotation submitted by the bidders and the quality of items to be supplied by them.
- The Purchase Order shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the


- lowest evaluated bid price. The Purchase Committee shall also not to be bound to accept the lowest rate, but the acceptance of the quotation shall be based on quality of materials as examined by the Purchase Committee.
- The items should be supply with a week from the date of receipt of supply order.
 - The payment will be made by the Collector, Mayurbhanj only after satisfactory supply of the items on submission of documents like suppliers' invoice, warranty certificate etc.
 - Any legal dispute arises out of this is subject to jurisdiction of Baripada only.


Collector & District Magistrate,
Mayurbhanj

Memo No. 632 /Nizarat, Dated. 12.10.18


Copy of the PD DRDA, Mayurbhanj/ Sub-Collector, Baripada / PA, ITDA, Baripada/ E.O, Baripada Municipality / Tahasildar, Baraipada information and necessary action. They are requested to display the Short Tender call notice in their Notice Board for wide publicity.

Copy to Notice Board of Collectorate, Mayurbhanj, Baripada to display for wide publicity.


Collector & District Magistrate,
Mayurbhanj

Memo No. 633 / Nizarat., Dated. 12.10.18

Copy forwarded to D.I.O, NIC, Mayurbhanj for information & necessary action with a request to display the above tender call notice in Mayurbhanj district website till 30.10.2018 (up to 01.30 P.M). Requisition in the prescribed form is enclosed separately.


Collector & District Magistrate,
Mayurbhanj

APPLICATION - TECHNICAL BID

(Annexure-I)

For supplying for supply of Revolving Chairs and S-type Chair (Steel) to the office of the Collector & District Magistrate, Mayurbhanj.

1. Notice No.: _____
2. Name of the supplier: _____
3. Full Address of Registered Office with Mobile No.
4. Details of Earnest Money Deposit: D.D No. _____ of Date _____
_____ Drawn on Bank _____
5. PAN No. (Attach attested copy):
6. Sales Tax Registration No. (Attach attested copy):
7. Financial Turnover of the tendering supplier for the last three Financial Years:
8. Additional information, if any (Attach Separate Sheet, if space provided is insufficient).

Date:

Signature of the authorised person

Place:

Name:

Seal:

DECLARATION

1. I, _____, son/ daughter/ wife of Sri _____ proprietor/ director/ authorised signatory of the supplier, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/ are well aware of the fact that furnishing any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of the authorised person

Place:

Name:

Seal:

FORMAT FOR RATE QUOTATION FOR FINANCIAL BID
(Annexure-II)

1. Notice No. :-
2. Name of the Supplier/ Manufacture/ Authorized dealer :-
3. Detail address for correspondence with mobile No. :-
4. PAN No. :-
(Enclosed self attested photo copy of Pan Card which should be in his name)
5. GSTIN No. of Supplier/ Manufacture/ Authorized dealer :-
(Enclosed self attested photo copy of GSTIN certificate which should be in his name)
6. EMD of Rs.10,000/- (Rupees ten thousand) only :-
7. Quoted Rate for Revolving Chair/S-type chair (Steel) (item wise):-

Sl. No.	Name of the Item	Rate per unit (Including all taxes)
01	Revolving Chairs (Executive HB Chair imported Arm auto Tilting with Hydraulic)	
02	S-type Chair (Steel) Executive Visitor chair SS Pipe chrome Arm)	

Place :

Date :

Signature of Bidder

Notes:

- The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time entering into contract.
- The payment shall be made after supply of all the materials to this office with good condition and due verification.