

**Annexure-I**  
**Tender Specifications**

**Schedule of Requirement**

- 1) The number of items and quantity mentioned in each category is only indicative in nature and can be increased/ decreased as per requirement of the Government. The Government reserves the right to withdraw any item mentioned in the tender document and no compensation shall be payable for the same.
- 2) The specifications mentioned should be strictly adhered to and a certificate from authorized agency should be provided for the same.
- 3) The quality certificate and actual samples supplied shall be examined by a committee who will recommend the qualifying bidders at technical stage. The Financial Bid of only these bidders shall be opened.

Sl. No.	Name of Items with Specifications	Approx. Quantinty
1.	Single Bed Sheets Specifications Bed sheet Size- 152.4 cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Quality- Fine Color- <b>Green</b> Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%	1000 Pcs.
2	Single Bed Sheets Specifications Bed sheet Size- 152.4 cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Quality- Fine Color- <b>Blue</b> Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%	1000 Pcs.
3.	Pillow Covers (of similar material and color) in size 43 Cm x 68 Cm (min) Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%	2000 Pcs
4	Pillow Size- minimum 43 Cm x 68 Cm with the border <b>Specifications</b> Quality- Fine Color- White Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%	2000 Pcs
5	Plastic Teapoy (Beige, 62.2 cm x 33.2 cm X 52.2 cm) <b>Specifications</b> Quality- Fine Height ( Cms ) : 76 Primary Material : Fabric	2000 Pcs

**Sd/- Dr. K.Sreenivasulu, I.A.S.,**  
Joint Collector, Srikakulam

\*\*\*\*\*

**Annexure-II****Price Bid**

<b>Sl.</b>	<b>Name of Items with Specifications</b>	<b>Product Brand, Model &amp; Other Specifications</b>	<b>Cost in Rs. Per piece (including taxes)</b>
1.	Single Bed Sheets Specifications Bed sheet Size- 152.4 cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Quality- Fine Color- <b>Green</b> Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%		
2	Single Bed Sheets Specifications Bed sheet Size- 152.4 cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Quality- Fine Color- <b>Blue</b> Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%		
3.	Pillow Covers (of similar material and color) in size 43 Cm x 68 Cm (min) with the border Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%		
4	Pillow Size- minimum 43 Cm x 68 Cm <b>Specifications</b> Quality- Fine Color- White Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%		
5	Plastic Teapoy (Beige, 62.2 cm x 33.2 cm X 52.2 cm) <b>Specifications</b> Quality- Fine Height ( Cms ) : 76 Primary Material : Fabric		
<b>TOTAL COST In Rs. &amp; in Words (Including taxes)</b>			

Date:

Place:

Signature &amp; Seal of the agency

\*\*\*\*\*

**Annexure-III**

**PREREQUISITE ELIGIBILITY CRITERIA:**

1. An Indian Manufacturers/authorized distributors/dealers/suppliers engaged in supplying bulk Linen items & Furniture items in Government Departments/Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings, Government Guest Houses shall have a minimum 2 (Two) years of experience in supplying quality Linen Items & furniture in bulk as on tender submission deadline. Name, address/ contact details of the present and past satisfactory clients to be provided.
2. The firm should have registered with commercial or sales tax Authority on or before 31/12/2020 under the specified activity of food supply / hotel industry.
3. Each page of the tender document along with all other submitted documents must be duly signed by Authorized signatory with Bidder's company seal and initial, otherwise the document will be invalid.
4. A declaration undertaking on the letter head of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per Annexure 7) should be given.
5. The Bidder should have the following registrations (enclose self-attested copies of all certificates): to participate in the tender process.
  - a) PAN
  - b) GST Registration Number.
  - c) Valid Trade license certificate.
7. The following documents must be submitted along with tenders in support of the above.
  - a) Should submit relevant work order(s), satisfactory certificates, work completion certificate(s), Audited financial statements of preceding Three years with Profit and Loss Account, Balance sheet along with schedules.
  - b) Should submit income tax returns of the assessment years 2017-18, 18-19, 19-20 along with computerized statements and Form26A.

Date:

Place:

Signature & Seal of the agency

\*\*\*\*\*

**Annexure-IV****TECHNICAL BID DOCUMENT**

**FORMAT TO BE FILLED BY THE Manufacturers/authorized distributors/dealers/suppliers for submitting Tender for "Supply of 2000 number of Single Bed Sheets, Pillows, Pillow Covers, Plastic Teapoys to Quarantine Centers in Srikakulam District" as shown in the Annexure- I**

<b>Sl. No.</b>	<b>Description</b>	<b>Compliance with valid documents duly signed &amp; sealed</b>
1	Name, address and contact details of the Tenderer (Attach details)	
2	<b>Minimum 2 (Two) years of experience</b> in supplying quality Linen Items & furniture in Government Departments/ Autonomous Bodies/ Ministries of the Government of India/Public Sector Undertakings/ Government Guest Houses as on tender submission deadline. Name, address/ contact details of the present and past <b>satisfactory clients</b> to be provided.	
3	Experience of having successfully supplied <b>a minimum of Two (02) similar orders in bulk (separate orders for Linen items &amp; furniture or combined)</b> to the Government Departments/ Autonomous Bodies/ Ministries of the Government of India/ Public Sector Undertakings/ Government Guest Houses during the <b>last 03 (Three) years</b> as on the tender submission deadline. (Signed copies of <b>two Purchase Orders</b> received from Govt. Departments/ PSUs/ Autonomous Bodies/Ministries of the Government of India/ Government Guest Houses during <b>the last Three years</b> to whom such supplies are being/have been extended must be enclosed with the technical bid) <b>for</b> quality Linen Items as indicated in <b>(Annexure- I) in bulk.</b>	
4	A) Copies of the Valid Trade license	
	B) PAN Card	
	C) GST Registration No.	
5	A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.	
6	Income Tax return for the three financial years 2016-17, 2017-18 and 2018-19.	
7	Details of Tender Fee/Bank Draft No., issuing branch and date	
8	Samples of Linen Items & Teapoys for selection by Technical Committee.	

**Certified that all above information is correct to the best of my/our information, knowledge and belief.**

Date:

Place:

Signature &amp; Seal of the agency

**NOTE : This is to be submitted in a separate sealed envelope** super scribing "TECHNICAL BID", Notice inviting Tender Reference No: Rc.No. 733/2020/H10, Dt.03.05.2020, Collector's Office, Srikakulam) and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do **technically qualify based on Minimum Qualification required for bidding as per Annexure III**, for further consideration. **Attach all relevant documents duly signed and sealed. The bidders are also instructed to provide 1 sample for each item that should be used at technical Evaluation stage.**

**Annexure-V****Time Schedule for various tender related activities**

Tender Number and Date	Rc.No. 733/2020/H10 Collector's Office, Srikakulam Dated: May 03 <sup>rd</sup> , 2020
Issue of Tender Forms	Tender Documents can be downloaded from the website ( <a href="https://srikakulam.ap.gov.in">https://srikakulam.ap.gov.in</a> ) link: <b>Tenders</b>
Tender Submission Fee	<b>₹ 1,000.00/-</b> (Rupees One Thousand Only) in the form of Demand Draft in favour of <b>Joint Collector, Srikakulam</b> , payable at Srikakulam.
Tender Start Time	04-05-2020
Tender End Time	07-05-2020
Bid Submission Closing Time	07-05-2020 04:00 PM
Tender opening time	07-05-2020 05:00 PM
Tender Opening Place & Venue	In the Chamber of Joint Collector, Srikakulam
Description of work	Supply of 2000 number of Single Bed Sheets, Pillows, Pillow Covers, Plastic Teapots to Quarantine Centers in Srikakulam District
<b>Contact Person and Address for enquiry and submission of sealed tender documents</b>	Superintendent, C Section, O/o Collector's Office, Srikakulam O/o Collectorate, Srikakulam
<b>Contact Phone Number (s) E-mail Address</b>	Phone No: 08942-240546 /240510 <a href="mailto:cosklmsuptc@gmail.com">cosklmsuptc@gmail.com</a> / <a href="mailto:drosklm2012@gmail.com">drosklm2012@gmail.com</a>
<b>Website</b>	<a href="https://srikakulam.ap.gov.in">https://srikakulam.ap.gov.in</a>

**Sd/- Dr. K.Sreenivasulu, I.A.S.,**  
Joint Collector, Srikakulam

\*\*\*\*\*

**ANNEXURE – VI**  
**GENERAL TERMS AND CONDITIONS**

1)

a) The Joint Collection, Srikakulam proposing to enter into a "Rate Contract for Supply of 2000 number of Single Bed Sheets, Pillows, Pillow Covers, Plastic Teapots to Quarantine Centers in Srikakulam District as listed in Annexure-I from manufacturers/ authorized distributors/dealers/suppliers of Linen Items & furniture. The rates contract will initially remain in force for a period of one year from the date of award of contract which may be extended further for another 2 years on yearly basis on the same approved terms and conditions subject to satisfactory performance of the supplier and adherence to the time schedule of supply. The rates are to be submitted in Price Bid Format given in Annexure- II. Any request for the increase of rates during the period of contract will not be entertained.

**b) The Price bids will be evaluated for each category separately and lowest bidder (L-1) in each category will be eligible for the award of the tender.**

c) The supply of the Items to Quarantine Centers has to be made within 2 working days from the date of Work order.

d) If there is any complaint about the quality of the items, the remaining quantity in the particular batch will be returned to the supplier and value equal to the quantity returned will be recovered from the supplier.

**e) Tender Fee: An amount of Rs.1,000.00 (Rupees One thousand only) as tender fee (non refundable) is to be paid.** The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of "Joint Collector, Srikakulam". **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.**

h) All bids should be duly sealed/taped and clearly marking the bidder's name and address on the top of the sealed envelopes as suggested in the tender document.

j) The specifications mentioned should be strictly adhered to and a certificate from authorized agency must be provided for the same. Mere fulfillment of specifications may not necessarily qualify the bidder at technical stage.

**k) The bidders are also instructed to provide 1 sample for each item with warranty certificate of manufacturer that should be used at technical evaluation stage** and returned back to unsuccessful bidder. The sample of successful bidder should remain with us to compare future supplies in the institute Guest Houses.

l) The District Administration shall not be liable to make payment for the linen items which are defective and not according to the specification and samples of the linen Items.

(2) **Payment Terms:** 100 % Payment for successful supply/delivery of the items will be made on submission of bills within 60 days subject to inspection and finding it acceptable and in accordance with the instructions given in the Acceptance of Tender. Payment will be made only for those items which are found to be of satisfactory quality as per approved sample and duly certified by the Nodal Officer for Quarantine Centers, Srikakulam.

In case of any deviation /fault in the quality, the District Administration shall have the right either to reject items or deduct part payment from the bill. All the expenditure related to removal and replacement of these rejected items will have to be borne by the Supplier. The Purchaser's decision as regards the rejection shall be final and binding on the Contractor.

In the event of failure to deliver the stores beyond the specified date, the order will be cancelled.

3) **Warranty:** Supplier warrants that the items supplied under this contract are new, unused and shall have no defect, arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of supplied linen items.

4) **Delivery of Stores:** The order for supply of items specified in the tender document will be placed when the requirement arises and after finalization of tenders. The items must be delivered within 2 working days counted from the date of placement of Purchase Order for the same. Failure to deliver Linen items at the above mentioned time and place will be deemed as non-delivery.

5) **Price:** The price shall be **quoted in Indian Rupees only** and on free delivery. This shall be inclusive of all taxes, and **summary** of total cost to be indicated.

6) Submission of **Bids:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. **The Manufacturers may bid directly, for other vendors on behalf of Manufacturer, original authorization certificate from the Manufacturers is required to be enclosed.**

7) **Acceptance of Tender:** The District Administration reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

8) **Compliance List:** The proposal must be properly indexed and a compliance list against the technical specifications should be provided.

9) **Conditional Offer** will not be accepted.

10) The benefit of downward prices (revision on account of budget/financial policy, tax revision, EPZ etc.) should be given to District Administration by the selected Manufacturer/vendor.

11) **All tenders are to be deposited into the Tenders box available at Collector's Office, Srikakulam.** The bids (technical and price bids) once submitted shall be the property of the Government and shall not be returned to the vendor in future. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration must be submitted.

12) **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.

13) **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s).

14) Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

15) **IMPORTANT**

1. A bid submitted with false information will not only be rejected but also the Manufacturer/vendor will be debarred from participation in future tendering process.

2. The Manufacturers/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in Government of Andhra Pradesh/ Government of India or any Government Autonomous body.

3. In case of any dispute, the decision of the Joint Collector, Srikakulam shall be final and binding on the bidders.

Date:

Place:

Signature & Seal of the agency

\*\*\*\*\*

**Annexure- VII  
DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter of Sri \_\_\_\_\_  
Proprietor/ partner/ CEO/ MD/ Director/ Authorized Signatory of  
M/s \_\_\_\_\_ 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 hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/  
fabricated document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is  
authenticated, sealed and signed, and I take full responsibility for the entire  
documents submitted.

\_\_\_\_\_  
Signature of the Authorized Person

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal: \_\_\_\_\_

\*\*\*\*\*