

TENDER DOCUMENT

FOR

**Selection of Firm/ Supplier for Providing Furniture & Fixture For
14 ICDS under (Mission Shakti) DSWO, Keonjhar**

KEONJHAR, DSWO OFFICE

Mission Shakti

Address: DSWO, OFFICE, KEONJHAR

2020-21



PROCUREMENT OF FURNITURE & FIXTURE FOR BLFS OF KEONJHAR DISTRICT
TENDER CALL NOTICE

No. 2290 /SW/DATED. 22.09/2020

Sealed Tender under two bid (Technical & Financial) system are here by invited from the intending registered Farms/suppliers under D.I.C/M.S.M.E in the locality having up to date GST and Income Tax Clearance certificate for supply of Furniture & Fixture for 14 Blocks of Keonjhar district under Mission Shakti as per specifications appended below.

Sl.N o	Name of ITEMS	Description	Ceiling Amount per unit item inclusive GST & all taxes with transportation cost	Ceiling Amount per ICDS inclusive GST & all taxes with transportation cost	Quantity per item to be supplied in total
1	One Steel Sheiving Cabinet (Steel Big Almira) for one BLF	78"x 36"x19 with three selves	Rs.12,000/-	Rs.12,000/-	14
2	Chair (for Office Bearers) @ 5 per BLF	Ss pipe leather cushion	Rs.3,000/-	Rs.15,000/-	70
3	Plastic Chairs(for Members) @ 10 per BLF	Cello/Nilkamal /Supreme	Rs.500/-	Rs.5000/-	140
4	Computer-cum-Working Table (Water Proof) 1perBLF	4 x 2 feet	Rs.5000/-	Rs.5000/-	14
5	Office Table @ 1 per BLF	5 x 2.5 feet	Rs.3000/-	Rs3000/-	14
6	Dari @ 2 per BLF	30 x 15 feet	Rs.1500/-	Rs.3000/-	28
7	Table Fan @ 1 per BLF	Usha/Havell/ Orient	Rs.3000/-	Rs.3000/-	14
8	White Board @ 1 per BLF	4 x 3 feet	Rs.1000/-	Rs.1000/-	14

The details of tender document including terms and conditions for supply of Furniture & Fixture can be obtained from the office of the D.S.W.O, Keonjhar on payment of Rs.1000/-Rupees(One Thousand)only (non refundable) during the office hours on any working day till 12.10.2020 .

The tender papers containing all terms and conditions for supply of Furniture & Fixture may be downloaded from the District website www.keonjhar.nic.in from Dt. 22.9.2020 to Dt. 13.10.2020 and during submission of tender papers a DD of Rs.1000/- Rupees(One Thousand)only (non refundable) in favour of DSWO, Keonjhar is payable failing which the tender paper will be rejected.

The tender document completed in all respect (Technical Bid in cover-"X" which includes Technical form A, & B and & Financial Bid in cover -"Y" includes financial Bid only) should be put into another cover envelop super-scribed as **Selection of Farm/Supplier for supply of Furniture & Fixture for 14 ICDS Projects at Block level (Mission Shakti)** is to be submitted to the DSWO, Keonjhar through **Registered post/Speed Post only on or before 13-10-2020 by 1.00 P.M.**

The bidder shall furnish EMD of Rs.14,000/- (Rupees Fourteen Thousand)only in shape of Account Demand Draft drawn in favour of the DSWO, Keonjhar. Any Bid submitted without EMD will be rejected.

The tender shall be opened on 13.10.2020 at 03.00 P.M in the office chamber of A.D.M, Keonjhar as per tender schedule:

opening of Technical Bid	ADM Chamber	Date <u>13.10.2020</u>	At <u>3 PM</u>
Opening of Financial Bid (only for technically qualified Bidders)			At <u>3.30 PM</u>

The authority reserves the right to modify /cancel the Tender at any point of time, same will be published in the Dist. website.

Memo No. 2291 /SW Dt. 22.09.2020

[Signature]
COLLECTOR, KEONJHAR
**COLLECTOR
KEONJHAR**

Copy forwarded to DIO,NIC ,Keonjhar for information with a request to get the Tender call notice hoisted in the official website of NIC, Keonjhar for wide publicity.

[Signature]
22.9.2020
District Social Welfare Officer, Keonjhar

Memo No. 2292 /SW Dt. 22.09.2020

Copy forwarded to the ADM, keonjhar /PD, DRDA, Keonjhar for information and necessary action with a request to display the tender notice in the display board of their respective office.

[Signature]
22.9.2020
District Social Welfare Officer, Keonjhar

Selection of Firm/Supplier for 'Providing Furniture & Fixture' for 14 ICDS Projects of Keonjhar District Under (Mission Shakti) , DSWO, Keonjhar

Sealed tenders are invited from registered Firm/Suppliers registered under D.I.C/M.S.M.E in the locality having up to date GST and Income Tax Clearance certificate for supply of Furniture & Fixture for 14 Blocks of Keonjhar district under Mission Shakti .

Interested bidders should submit their bids latest by 4 PM dated 13.10.2020 through **speed post/Registered post** only to office of the DSWO, Keonjhar.

TENDER SCHEDULE

Sl.no	Tender Number & Date	Notice No. <u>2290</u> Date- <u>22.09.2020</u>
1	Period of issue of Tender document	From Date <u>22.9.20</u> to Dt. <u>13.10.2020</u>
2	Last date & time for submission of tender Documents	Dt. <u>13.10.2020</u> by <u>4</u> 1.00 PM
3	Place of submission of completed quotation Documents	Office of the DSWO, <u>Keonjhar</u>
4	Mode of submission	Through speed post/Registered post only.
5	Place, Date & Time for opening of Technical Bid	Office of the DSWO, <u>KJR (ADM, KJR)</u> Date <u>13.10.2020</u> Time <u>3.00 pm.</u>
6	Place, Date & Time for opening of Financial Bid & finalization of tender	Office of the DSWO, Keonjhar <u>(ADM, KJR)</u> Date <u>13.10.2020</u> Time <u>3.30 pm</u> (Only for technically qualified Bidders)
8	EMD	Rs.14,000/- in shape of DD in favour of DSWO,Keonjhr
9	Performance Security Deposit	Rs.35,000/- in shape of DD in favour of DSWO, Keonjhar

1. Bid Price

1.1 All duties, GST, taxes and other levies payable by the Bidder under the contract shall be included in the total price.

1.2 The rates quoted by the bidder shall be fixed and within the ceiling limit for the period of the contract and shall not be subject to adjustment on any account.

1.3 The Prices should be quoted in Indian Rupees only.

2. Financial Bid may be submitted for one or all items appended above.

3. Eligibility Criteria of the Bidder:

The bidder should be a Firm/Supplier registered in India or a authorized dealer of Manufacturer. Adequate experience of providing satisfactory services of such types of assignments in the relivant field to any Govt. Institutions or other related organizations during last 5 years.

The Minimum Annual Financial Turnover should be 50 Lakh or more in any of the last three financial years(supported by Financial statements , Balance sheet duly certified by the Chartered Accountant)(2016-2017,2017-2018,&2018-2019)


COLLECTOR, KEONJHAR
COLLECTOR
KEONJHAR

The bidder shall furnish the following Self attested Document to establish the bidder's eligibility along with Technical Bid.

- Copy of Registration Certificate of Firm/Supplier
- Copy of GST registration.
- Copy of last two Financial years audited statement/ in case of individual, Income Tax return
- Copy of PAN Card.
- Copy of latest GST return.
- Undertaking that firm/individual is not debarred / blacklisted by Government in Form 'A'.

4. Earnest Money Deposit(EMD):

The bidder shall furnish EMD of Rs 14,000/- (Fourteen Thousand Only) in the shape of Demand Draft in favour of "DSWO, Keonjhar, district". Any bid submitted without EMD will be rejected. The above EMD will be forfeited if a bidder withdraws its bid during the period of bid validity. The EMD (which will not carry any interest) of the unsuccessful bidders will be refunded on execution of agreement with the successful bidder and that of successful bidder on production of Performance Security Deposit. In case of successful bidder, the EMD may be forfeited if the bidder fails to accept the Work Order.

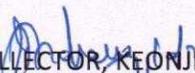
5. Submission of Bid.

5.1 The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-X which includes Technical Form A & B) and Financial Bid (Cover-Y which includes financial bid only)**. The formats & documents to be submitted in technical bid are mentioned in the tender document as detailed at Para-3. The Technical & Financial Bid envelops should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders should be addressed to: DSWO, Keonjhar, **Address: DSWO Office, Keonjhar-**". The bidders shall submit their **technical and financial bid separately in two envelops** and these two envelops should be put into **another cover envelop** super-scribed as **Selection of Firm/Supplier for 'Providing Furniture & Fixture' for ICDS Projects under DSWO, Keonjhar (Mission Shakti) through Registered post / Speed Post only.**

5.2 The Technical Bid shall be furnished enclosing all the eligibility documents as detailed at Para-2 to establish the bidder's eligibility, alongside EMD.

5.3 The conditional bids shall not be considered and will be out rightly rejected in very first instance.

5.4 All entries and pages in the tender form shall be legible and filled clearly and signed by the authorized representative.. No overwriting or cutting is permitted in the Financial Bid Form, in such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be signed by the person authorized to sign the tender.


COLLECTOR, KEONJHAR
COLLECTOR
KEONJHAR

6. Performance Security Deposit:

Successful bidders will be required to deposit Rs. 35,000/- (Thirty Five Thousand only) as Performance Security Deposit in shape of DD in favour of DSWO, Keonjhar, and will be refunded within 30 days after satisfactory completion of the contract and after adjustment of dues if any.

7. Evaluation and award of contract:

Technical Evaluation shall be done first followed by Financial evaluation.

The technical evaluation of the Technical Bid shall be made for those bidders who fulfill the eligibility criteria as at Sl.no.2 of this Tender document. Financial proposal shall be opened after the technical evaluation is completed. The financial Bids of the Technically qualified bidders will be opened as per the Tender Schedule.

The comparative statement shall be prepared for each item to be supplied.

The bidder who quoted lowest price in the Financial Bid for each item satisfying the specification shall be awarded the contract.

The bidder who will be selected to supply the furniture & fixture would execute an agreement with the DSWO, Keonjhar on behalf of Collector.

After agreement if the selected bidder will not deliver the materials in time, Rs. 1000/- per day will be recovered from the EMD deposited by him.

8. Terms & Conditions

- The procurement will be made as per the need of the Mission Shakti, DSWO, Keonjhar
- The Bidder/Firm must have executed similar type of work during the year /last three year. Supply of items should be completed within **15 days of issue of supply order**
- The quoted price should be included transportation cost to different ICDS office
- The quotation received beyond the date and time mentioned above shall not be taken into consideration.
- The Bidders/authorized representatives are invited to attend the Pre-Bid meeting, opening of the Technical Bid and opening of the Financial Bid at their own cost as per Tender schedule.
- The Collector, Keonjhar reserves the right to reject/cancel any or all the quotations without assigning the reason thereto.

9. Payment

Payment shall be released only after successful delivery and and submission of invoice by the bidder & report of the Manager, D.I.C, Keonjhar regarding physical post verification as per approved specification.

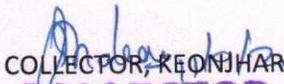
No advance payment shall be made.

The security deposit is liable to be forfeited wholly or partially if any deficiency is found in the services or bidder fails to any agreed terms and conditions. The decision of the Collector, Keonjhar shall be final & binding on the bidder in this regard.

The TDS under GST @2% (SGST @1% & CGST @1%) will be deducted from the total billing amount as per rules.

In case of any dispute both the parties will settle it mutually first, then if unsettled it may be settled in any court within the jurisdiction of Keonjhar District.

In case of any Addendum/Clarification/Corrigendum/Extension/Modification/Cancellation regarding this tender, the same will be hosted in the above mentioned official websites only.


COLLECTOR, KEONJHAR
COLLECTOR
KEONJHAR

Form A

TENDER FORM-COVER 'X'

Technical Bid

(The documents have to be arranged serially as per the order mentioned below)

1. ORGANIZATION PROFILE

- a) Name _____
- b) Regd. Address _____
- c) Address of District Office _____
- d) Number of Branches in Odisha if any (Please mention place & locations) _____
- e) Name of authorized signatory (in block letters):- _____
- f) Specimen signature of authorized signatory: - _____
- g) Telephone/Mobile No. of authorized signatory of Firm: _____
- h) Email Address of firm: _____
- i) Contact Person's
 - i) Name & Design. _____
 - ii) Tel No. Landline _____ Mobile _____
 - iii) Email ID _____

2. Type of Firm: Proprietorship/Private Ltd, /Public Ltd., /Cooperative/PSU

3. Bank Account Number with Branch and name of Bank & IFSC Code

4. Registration no. of the Firm/Company: _____

(Please enclose self attested photocopy)

5. PAN No.: _____

(Please enclose self attested photocopy)

6. GST Regn. No.: _____ (Please enclose self attested photocopy)

7. Annual Turnover for the last 3 financial years: In Indian Rupees. 2016-17 _____
2017-18 _____
2018-19 _____

(Please enclose copies of audited balance sheet and P&L A/c of last two financial year/in case of individual Income Tax return, i.e till 31st March 2019)

8. Copy of latest GST return attached (Yes/No)

9. Earnest Money of Rs.14,000/- D.D. No. _____ Date _____

Drawn on _____

10. Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs. (Form E)

(Attach the undertaking with signature & seal of the Organization)

14. Whether all documents submitted signed by the authorized signatory of the firm/agency (Yes/ No):

Seal & Signatures of authorized signatory

FORM-B

UNDERTAKING ON FIRM LETTER PAD

I / we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information furnished above is full 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, my/our Firm/Supplier will be blacklisted by your office and will not have any dealing with your office in future.

Place:

Seal & Signatures of authorized signatory

Date:

FINANCIAL BID

DETAILS OF ITEMS TO BE SUPPLIED

Name & Address of the Firm/supplier

Name of the proprietor of the Firm

Contact details of the proprietor

Sl.No	Name of ITEMS	Description	Quantity	Ceiling Amount per unit inclusive GST& all taxes with transportation cost	Price to be quoted in Rs.	Remarks
1	Steel Sheiving Cabinet (Steel Big Almirah)	78"x 36"x19 with three selves	14	Rs.12,000/-		
2	Chair (for Office Bearers) @ 5 per BLF	Ss pipe leather cushion	70	Rs.15,000/-		
3	Plastic Chairs(for Members) @ 10 per BLF	Cello/Nilkamal /Supreme	140	Rs.5,000/-		
4	Computer-cum-Working Table (Water Proof) 1perBLF	4 x 2 feet	14	Rs.5000/-		
5	Office Table @ 1 per BLF	5 x 2.5 feet	14	Rs.3000/-		
6	Dari @ 2 per BLF	30 x 15 feet	28	Rs.3000/-		
7	Table Fan @ 1 per BLF	Usha/Havell/ Orient	14	Rs.3000/-		
8	White Board @ 1 per BLF	4 x 3 feet	14	Rs.1000/-		

N.B*

- The procurement will be made as per the need of the Mission Shakti, DSWO, Keonjhar
- Supply of items should be completed within 15 days of issue of supply order
- The quoted price should be inclusive of all taxes and transportation cost to different ICDS office.
- The tender will be awarded in favour of the firm quoting lowest price taking all components together as per the price quoted in column 6.
- In case, the firms quoting same price, then the preference will be given to the firm having more years of experience, if undecided then the preference will be given to the firm having more annual turnover.

I/We agree to the terms and conditions and rates mentioned in the quotation for the period as per the contract from the date of signing of the contract/receipt of the work order from DSWO, Keonjhar and also agree that the price will remain unchanged during the contract period.

Place:

Seal & Signatures of authorized signatory

Date:

DECLARATION

1. I,.....son/Daughter/Wife of Sri.....Proprietor/
Partner/Director/authorized signatory of the Firm/Supplier mentioned above and competent to sign this
declaration and execute this tender document.
2. I/ any member of the firm or organization is not blacklisted by any Government/Public Undertaking for
providing any service or services.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide
by them.
4. 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 of any false
information/ fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Place:

Seal & Signatures of authorized signatory

Date:

(Rs10 STAMP PAPER)

AGREEMENT

1. This agreement is being executed today i.e. dt. _____ between office of the DSWO Keonjhar represented by _____ and Proprietor M/S _____.
2. The materials will be provided as per specification and within the stipulated time mentioned in the Tender document.
3. The materials will be delivered at ICDS project point.
4. Terms and Conditions of the Tender documents forms part of the agreement.
5. Any deviation to the terms and conditions laid down in the Tender Call Notice and condition of this agreement shall automatically leads to cancellation of the said agreement.
6. The O/O of DSWO _____ reserves the right to terminate the agreement at any date & time without assigning any reason.

District Social Welfare Officer
Keonjhar

Witness

1.

2.