

## **OFFICE OF THE ASSISTANT DIRECTOR (HANDICRAFTS): KEONJHAR**

DIC Premises, Mining Road, near OSME, Keonjhar-758001, email id: adhkeonjhar@gmail.com

Order No. 1864 Date. 14 / 11 /2022

Sealed quotation/tenders under two bid (technical and financial) system are hereby invited from Registered Firms/Agencies for Supply of Wooden furniture for office use at office of the Assistant Director (Handicrafts), Keonjhar as per the specification mentioned in the tender call notice.

Sl. No.	Item	Earnest Money Deposit	Delivery of Materials
01	Office Furniture	Rs. 5,000/-	Within 7 days from receipt of supply order

### **SCHEDULE OF EVENTS**

Events	Date and Time
1. Publication of Tender	14.11.2022/11.00 A.M.
2. Last date of submission of Bids	30.11.2022/01.00 P.M.
3. Opening of Technical Bid:	30.11.2022/03.30 P.M.
4. Notification of qualified bidders based on Technical bid evaluation	30.11.2022/03.45 P.M.
5. Opening of Financial Bid	30.11.2022/04.00 P.M.

The schedule of bidding will be as follow:

### **ELIGIBILITY CRITERIA: -**

1. a) The bidder should be a Firm/Agency registered in India or an authorized dealer of Manufacturer.
- b) Adequate experience of providing satisfactory services of such types of assignments in the relevant field to any Govt. institutions or other related organizations during last 5 years
- c) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. The bidder must have valid PAN/TAN/GST (attach document)
- d) Agency should not have been black listed by any Govt. Office/ Institution/ Firm / Organization /School /Board /University etc. Undertaking in this regard to be submitted by tenderers with the technical bid as per ANNEXURE -III.

e) Earnest Money in shape of Demand Draft of a scheduled/ Nationalized bank duly pledged in favour of the Assistant Director(Handicrafts), Keonjhar should be enclosed with the technical bid.

f) In case the date of issue / receipt of tenders are declared / happens to-be a public holiday, the tenders will be issued / received on the next working day.

g) Conditional Tenders are liable to be rejected.

h) The authority reserves the right to cancel/reject in full or any part of the tender without assigning any reason.

### TERMS AND CONDITIONS

1. The tender should comprise of two bid system ..
  - (a) Envelope:-1=Technical bid
  - (b)Envelope:-2=Financial bid

Envelope No.1: This envelope must be marked as **Envelope No.1** on the right hand top corner. This envelope shall contain two parts.

Part-I: Shall contain only the "**Earnest Money Deposit**" and will be opened first. If the Earnest Money Deposit is not found to be in accordance with the procedure prescribed, then the other sealed envelope containing part-II shall not be opened and as such the tender submitted by the tenderer shall not at all be considered.

Part-II: -Containing the covering letter depicting "**Technical Bid**" (**ANNEXURE-I**) which will then be opened in case of such tenderers whose Earnest Money Deposit is in order. These will be scrutinized and comments/conditions which have financial implications will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

Envelope No. 2: Containing the **Sealed "Financial Bid" (ANNEXURE-II)** will be opened on the scheduled date. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

1. The above said two envelopes shall be kept in one sealed envelope and submitted to office of the Assistant Director (Handicrafts), Keonjhar on or before dt. 30.11.2022 up to 1.00 P.M. Bid not on the prescribed Performa without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

2, office of the Assistant Director (Handicrafts), Keonjhar, does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason,

3. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Firms who resort to canvassing will be liable for rejection

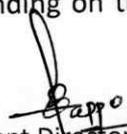
4. office of the Assistant Director (Handicrafts), Keonjhar reserves the right to assign the job to the L-1 as well as to other bidders in part.

5. The bid for the works shall remain open for acceptance for a period of one month from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender, the said earnest money as aforesaid shall be forfeited.
6. Each bidder shall submit only one tender; joint venture is not allowed. A bidder who submits or participates in more than one tender will be disqualified.
7. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.
8. The rate of tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office.
9. The bidder shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.
10. The rates approved and accepted by the Purchase committee will remain in force for one year from the date of issue of supply order.
11. Rates offered by the successful bidder and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
14. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
15. The firm shall supply the items in accordance with the approved quality and specification as finalized by the Purchase Committee within 5 days from the date of issuance of supply order, The requirement in the supply order will be treated as tentative and shall be increased/ decrease as per actual requirement.
16. Office of the Assistant Director(Handicrafts), Keonjhar reserve the right to accept or reject any or all bid/ tender or any part of it without assigning any reason thereof..
17. The bidders are to submit sealed TENDER Papers by the due date only by Speed post/Regd. post/Dropped in the assigned dropped box kept in office of the Assistant Director(Handicrafts), Keonjhar.

#### PAYMENT TERMS: -

I. Payment shall be made after items received by this Office and after properly brought on stock duly verified by the Purchase Committee with specification and submission of invoice by the bidder. No advance payment shall be made.

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

  
Assistant Director(Handicrafts)  
Keonjhar

Memo No. 1865 Date. 14 / 11 / 2022

Copy to Notice Board, Office of the Assistant Director (Handicrafts), Keonjhar/  
GM, DIC, Keonjhar/NIC, Keonjhar & all other district level offices for wide publication.

Assistant Director(Handicrafts)  
Keonjhar

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2. The security deposit is liable to be forfeited wholly or partially if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The deposit of the Assistant Director (Handicrafts), Keonjhar shall be final & binding on the bidder in this regard.

Assistant Director (Handicrafts)  
Keonjhar

TECHNICAL BIDSupply of furniture to O/o the Assistant Director(Handicrafts), Keonjhar

## 1. ABOUT THE FIRM:

	Name and Address of the Registered Firms/Printing Press/Agencies	
ii.	Contact Person with Phone No. Mobile No. Email Id.	
iii.	Month & Year of establishment	
iv.	Type of firm / organization (Proprietary / Private / Public / Govt.)	
	Copy of Registration, if applicable	
vi.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy)	
	Authorization Certificate of the manufacturer	
	(attach photocopies of Income Tax clearance certificate)	

Note- All documentary proof to be enclosed for above items.

2. **Have you ever been debarred / blacklisted by any Govt. Office/ Institution / Board / University / Organization / Government Agency: ..... If Yes, Please provide the details.**

i. Whether any Court Case / Legal Proceeding is pending against the Tenderers• .....  
If Yes, please provide the details.

It is certified that we have gone through all the terms and conditions of this TENDER and the same are acceptable to us.

Contact Person•

Mobile No

WhatsApp Mobile No

Email Id•

Authorized Signatory  
(With full name, designation and stamp)

FINANCIAL BIDSupply of furniture to O/o the Assistant Director(Handicrafts), Keonjhar

Name &amp; Address of the Firm: -

Name of the Proprietor of the Firm:

Contact details of the Proprietor: -

Sl. No.	Items	Specifications	Unit price to be quoted.(Rs.)	Remarks
1	Wooden Computer Table	Size-4' x 2'		
2	Computer revolving chair	Medium Tack		
3	Chair for guest	s-type		
4	Wooden Office Table	Size-4' x 2'		
5	Office Almirah (Aluminium)	6.5 feet height good quality		
6	Metal Rack	At least 04 sections rack storage shelves		

**All Taxes should be included in the rates quoted above.**

- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.

**Certified that all the terms and conditions of this TENDER are accepted by us.**

Contact Person .....

Telephone No.: .....

WhatsApp Mobile No.: .....

Email Id•.....

Authorized Signatory  
(With full name, designation and stamp)

UNDERTAKING  
(ON FIRM LETTER HEAD)

This is to certify that M/S \_\_\_\_\_  
address \_\_\_\_\_ has not ever been  
blacklisted from any by any Govt. Office/ Institution/ School / Board / University /  
Organization / Government Agency, etc. for any reason at any point of time and no legal  
case / proceedings is pending against the Agency as on date.

Date:

Authorized Signatory  
(With full name, designation and stamp)