

# **BID DOCUMENT**

**FOR**

**PURCHASE OF ITEMS FOR**

**A- GIRLS' HOSTEL**

**B- KITCHEN**

**C- OTHER ASSETS**

**D- BED ITEMS**

**OCTOBER, 2018**

**DISTRICT EDUCATION OFFICE, BARGARH**

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## LETTER OF INVITATION

No:

Dated:

### Name of the Assignment: Supply of items for Girls' Hostel, Kitchen, Other Items & Bed Items

District Education Office invites BID from the eligible bidders for Purchase of **items for “Girls' Hostel, Kitchen, Other Items & Bed Items “**

1. for Boarders of Girls'm Hostel, OAV, Bandupali Hostels run by Odisha Adarsha Vidyalaya Sangathan in Bargarh District. More details on the proposed BID are provided in the BID Document.
2. The proposal complete in all respect as specified in the BID Document must be accompanied with a **Non- refundable** amount of **Rs. 2,000/- (Rupees Two Thousand only)** towards **Bid Processing Fee/cost of tender paper** and a **Refundable amount Rs. I00000/- (Rupees One Lakh only)** towards **EMD** in form of **Demand Draft / Banker Cheque** in favour of **“District Education Officer, Bargarh”**, payable at State Bank of India, Bargarh failing which the bid will be rejected.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. Tender calling Committee will not be responsible for postal delay or any consequences. Submission of proposal through any other mode will be rejected.
4. The last date and time for submission of BID complete in all respects, the date for opening of the bid in the presence of the bidder's representative at the specified address is provided in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This Bid document includes the following:
  - a. Letter of Invitation
  - b. Disclaimer
  - c. Bidders Data Sheet
  - d. Information to the Bidder (**Section – 1**)
  - e. Specification (**Section – 2**)
  - f. Technical BID application (**Section – 3**)
  - g. Financial BID application (**Section –4**)
  - h. Formats (**Section – 5**)
6. While all information/data given in the BID document are, to the best of the Committee knowledge, accurate within the consideration of scope of the proposed assignment, the Committee holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Committee reserves the right to accept /reject any/ all BIDs or cancel the entire selection process at any stage without assigning any reason thereof.

District Education Officer

## **DISCLAIMER**

This Tender is called for supply of required items for Girls hostel , OAV, Bandupali. The Tender is issued by the District Education Officer, Bargarh for providing amenities to Girl Hostel, OAV, Bandupali. While the information in this Bid document has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither District Education Officer, Bargarh nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of ,or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this Bid Document or on which this Bid Document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this Bid document is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the District Education Officer, Bargarh. It does not claim to contain all the information that are recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this Bid Document, to correct any inaccuracies there in and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies there to and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This Bid document includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the District Education Office, Bargarh, which the assumptions and the base information on which they are made may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this Bid Document is, or should be relied on as, a promise, representation or warranty.

The purchase Committee shall be the sole and final Authority with respect to selection of a bidder through this tender.

**BIDDER DATA SHEET**

Sl. No.	Particular	Details
1.	Tender Floating Authority	Tender Committee
2.	Availability of the Tender Paper	Download from district Website <a href="http://www.bargarh.nic.in">www.bargarh.nic.in</a>
3.	Date of Issue of the Bid	
4	Last date and time of receipt of the Bid only through speed post / registered post only	
5	Date & time for opening of Technical BID	
6	Date of opening of Financial BID	Followed the completion of Technical bid immediately
7	Cost of tender paper / Bid Processing Fee (Non-Refundable)	<b>Rs.2,000/- (Two Thousand Only)</b> in shape of <b>DD / Banker's cheque</b> drawn in favour of District Education Officer, Bargarh payable at State Bank of India, Bargarh which will be annexed with the Technical Bid)
8	Earnest Money Deposit (EMD) (Refundable)	Requisite Earnest Money Deposit (EMD) amount of Rs.100000/- (Rupees One Lakh only) be submitted in shape of <b>DD / Banker's cheque</b> drawn in favour of District Education Officer, Bargarh or <b>NSC/ KVP/ STDR</b> of any Nationalise Bank duly pledged in favour of DEO which will be annexed with the Technical Bid)
9	Address for submission of proposal	District Education Officer, Bargarh. At-District Education Office, Bargarh, Bhatli Chowk, Bargarh PO/Dist:-Bargarh, PIN-768028 <b>Mode of Submission:</b> Speed Post / Registered only to the address as specified above during the office hour only. Submission of proposal through other mode and late bid will be rejected.
10	Place of Opening of Proposal:	Office Chamber of Collector, Bargarh
11	Signing of agreement and submission of Performance security	within 7 days of issue of Supply order
12	Point of Delivery & Date for Completion of supply	Items will be delivered & installed at Hostels point and other items will be delivered at Girls Hostel, OAV, Bandupali under Rajborasambar Block in Bargarh District within 30 days from the date of signing of the contract agreement.

## **SECTION: 1**

### **INFORMATION TO THE BIDDER**

**INVITATION OF BID FOR SUPPLY OF ITEMS FOR GIRLS HOSTEL,  
OAV, BANDUPALI UNDER RAJBORASAMBAR BLOCK IN BARGARH  
DISTRICT**

The District Education Office, Bargarh invites bid from the Original Equipment Manufacturers (OEM) / Authorized Agents/ Authorised Dealer/ Authorised Distributor of the OEM for supply of items for Girls' Hostel, OAV, Bandupali in Bargarh District run by OAVS (RMSA), Odisha, Bhubaneswar.

**ELIGIBILITY CRITERIA, SCOPE OF WORK AND GENERAL INSTRUCTION FOR  
BIDDERS, TERMS AND CONDITION OF THE BID**

**1. Eligibility Criteria of the Bidder/s.**

- i. The bidder should be the Original Equipment Manufacturers (OEM) or its Authorized Agents/ Authorised Dealers/ Authorised Distributors of the items.
- ii. The bidder should have an average annual turnover of minimum **Rs.30.00 Lakh** in last two financial years i.e. 2016-17 & 2017-18. Accordingly, the bidder has to submit audited statement of accounts (Audit report, Balance sheet, P/L account etc.) & annual turnover certificate duly certified by Chartered Accountant for the Financial Year 2016-17 & and 2017-18 and IT return for the Financial Year 2016-17 & and 2017-18 i.e. Assessment Year 2017-18 & 2018-19.
- iii. Turnover Certificate of the bidder for each year shall be certified by a Chartered Accountant. Turnover certificate shall be based on the audited accounts of the bidders or based on the returns filed with the Income tax authorities or the commercial tax authorities. Photo copies of I.T. returns should be submitted for last two assessment years 2017-18 & 2018-19.
- iv. The bidder must have valid Goods & Services Tax (GST) registration.
- v. Any bidder blacklisted by any Government Department or by any other agency shall not be eligible for bidding. Every bidder would be required to submit an Affidavit (Format-A) that the bidder has never been blacklisted by any Government department / Government undertaking / any other agency.
- vi. Agency must have supplied similar items to at least TWO Govt organisation/ institutions of a **value of Rs.10.00 lakh** or above during financial year 2017-18 and 2018-19. Documentary proof in this regard must be given with technical bid.
- vii. The bidder must be specified in the covering letter what items he is bidding since the items are different types.
- viii. That rate quoted shall be valid for a period of one year counted for the last date of receipt of the bids or submission of tenders.
- ix. The rates quoted in the bid must be below the MRP.

## **2. Application Procedure:**

- a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribing “**Technical Bid for supply of items & “Financial Bid for Supply of items**. Both sealed envelopes should be kept in another sealed envelope super scribing “**Proposal for Supply of items of Girls Hostel, OAV, Bandupali**. It should contain the complete postal address, email id & contact No at the left corner of the envelop.
- b) **Technical Bid & Financial Bid.**
- i. **Technical Bid:** The Bidder has to fill up the Technical bid (**TECH-1,TECH-2 & TECH-3**) **provided in section - 3** & submit it with a separate envelope with all self attested documents as mentioned in **para-2 (f)** . Price should not be indicated at any place in the Technical bid document. If it is found that the price is indicated in the technical bid, the entire bid of the concerned bidder will be summarily rejected.
- ii. **Financial Bid:** The Financial Bid (**FIN-1 & FIN-2**) has to be filled up as per prescribed form **provided in section-4** and to be submitted in separate sealed envelope. The rate quoted in the financial BID shall be inclusive of all taxes, all charges, levies, cost of packing, transportation, cost of delivery, installation and commissioning charges & other allied cost including GST.

Price quoted by the bidder should remain fixed during the bidder’s performance of the contract and will not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected. The prices should be quoted in Indian Rupees. Any reference made to variation in pricing due to appreciation / depreciation of Indian rupee against any other currency is not acceptable.

Submission of Financial Bid strictly in the format specified **in section-4** of this tender document. Any change in the format specified or inclusion /addition of any extraneous conditions / suggestions in the financial-bid or attaching any addendum / annexure to the financial bid may result in rejection of the bid.

- c) The tender should be addressed to **District Education Officer, Bargarh, Bhatli Chowk, Bargarh At/PO-, Bargarh, Dist-Bargarh, PIN-768028.**
- d) The Bid document shall be downloaded from Dist. website [www.bargarh.nic.in](http://www.bargarh.nic.in) and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / bankers cheque in favour of “District Education Officer, Bargarh” payable at State Bank of India, Bargarh along with the **Technical BID**.
- e) **Earnest Money Deposit (EMD)** The bidder has to submit Requisite Earnest Money Deposit (EMD) amount .The EMD (refundable without interest), may be submitted in shape of **DD / Banker’s cheque** drawn in favour of District Education Officer, Bargarh or **NSC/ KVP/ STDR of any Nationalised Bank duly pledged in favour of DEO** failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 15 days finalisation of tender. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in case of a successful bidder who fails to execute the agreement within specified period. The EMD of successful bidder shall be refunded after receipt of Performance security.
- f) The interested Bidder are to enclose self attested photocopies of the following valid documents **in the Technical Bid envelope**.

- i. Registration certificate / any such equivalent certificate in support of formation / recognition of the bidder / bidder's organization obtained from the Government Authority. In case of partnership firm / sole proprietor / individual, document showing its constitution as per law.
- ii. In case of authorized supplier of OEM, valid Manufacturer Authorization Form (MAF) from the Competent Authority.
- iii. Bidder must have submitted supply order of similar items to at least TWO Govt organisation/ institutions of a value of **Rs.10.00 lakh** or above during financial year 2016-17 and 2017-18. Documentary proof in this regard must be given with technical bid.
- iv. Copy of PAN card.
- v. Copy of Goods & Services Tax (GSTEN) certificate.
- vi. Copy of the Odisha VAT Registration Certificate under Odisha VAT Act, if registered under Odisha VAT Act in pre GST regime.
- vii. VAT clearance for the year 2016-17.
- viii. Copy of the Audited Statement of accounts (audit report, Balance Sheet, Profit & Loss A/C etc.) for the financial year 2016-17 & 2017-18 duly certified by Chartered Accountant.
- ix. DIC Registration certificate.
- x. Copy of turnover certificate certified by a Chartered Accountant in its letter head with membership no for the FY 2016-17 & 2017-18.
- xi. Copy of income Tax Return for the Financial Year 2016-17, 2017-18 i.e Assessment Year 2017-18 & 2018-19.
- xii. The cost of the tender paper i.e amounting Rs.2000/- is to be enclosed in shape of crossed Demand Draft in favour of "District Education Officer, Bargarh" payable at State Bank of India, Bargarh
- xiii. EMD as mentioned above in shape of **DD / Banker's cheque drawn** in favour of District Education Officer, Bargarh or **NSC/ KVP/ STDR** of any Nationalised Bank duly pledged in favour of District Education Officer, Bargarh.
- xiv. Tender Document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.
- xv. Affidavit as per **FORMAT- A**.

**3. The successful bidder has to produce valid Odisha VAT Clearance Certificate in VAT 612 form before signing the contract, if registered under Odisha VAT Act in pre GST regime.** The Bidder who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

#### 4. Submission & opening of Tender:

- a) The interested Bidders may submit the tender document complete in all respects along with EMD and other requisite documents as per the date and time given in **Bidder Data Sheet** addressed to District Education Officer, Bargarh, Bhatli Chowk, Bargarh, At- Bargarh, PO/Dist:-Bargarh, PIN-768028 by **registered Post / Speed Post**. The District Education Officer, Bargarh shall not held responsible for any postal delay.
- b) The Authority may, at its discretion extend the dateline for submission of tenders by amending the tender documents in which case all rights and obligation rest on the authority.
- c) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.
- d) The Technical bids shall be opened as per the date and time given in **Bidder Data Sheet** in the office Chamber of Collector, Bargarh in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
- e) The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The opening of the Financial BID will be followed after assessment of Technical BID.

5. **Specification:** The specification of the different items of Amenities is provided in the **Section-6** of the BID document.

#### 6. Evaluation of BID & award of Contract

- a) The Purchase Committee will evaluate the Technical BID along with the sample & Financial BID.
  - 1) **Evaluation of Technical Bid:** The technical bid of the bidders will be evaluated in two stages.
    - a. **Document verification:** the document/papers asked in the technical bid will be checked & evaluated.
    - b. **Technical Demonstration:** The bidders, who have submitted all the document/papers as asked in the technical bid will be evaluated against the quality of items & specification provided in the bid document **with their sample submitted at the time of evaluation of Technical Bid.**
    - c. Thereafter the technically qualified bidders will be short listed. The names of the technically qualified bidders after evaluation will be declared.
  - 2) **Financial Bid opening:** Financial Bids of the technically qualified bidders only will be considered for opening. The rate quoted by the bidders will be declared in the meeting.
- b) The contract will be awarded to the Bidder / Bidders substantially responsive to the Bid document along with the quality of the sample.
- c) Negotiation after tender is ordinarily be discouraged. However, in exceptional circumstances where price negotiation is necessary due to some un-avoidable circumstances.

- d) However, the decision of the appropriate Authority regarding award of contract is final & binding to all the bidders.

**7. Acceptance or Rejection of the Bids:**

- (a) The Committee reserves the right to accept / reject any / all BIDs / cancel the entire selection process at any stage without assigning any reason thereof.
- (b) Any bid with incomplete information is liable for rejection.

**8. Signing of Contract:**

- (a) The successful bidder/s whose bid has been accepted will sign an agreement within 07 (seven) days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

**9. Performance Security Deposit:** The selected bidder shall have to submit Performance Security Deposit of 0.5% of contract value in shape of **DD / Banker's cheque drawn** in favour of District Education Officer, Bargarh or **NSC/ KVP/ STDR** of any Nationalise Bank duly pledged in favour of DEO "District Education Officer, Bargarh".

**10. Delivery Schedule:** The supplier/s are to deliver the Items at Girls Hostel, OAV, Bandupali point and other items will be delivered as per approved sample at District Education Office, Bargarh within 30 days from the date of signing of the contract agreement. The supplied material shall be verified after receiving the items with the approved sample.

**11. Liquidated Damages:** If the successful bidder/s fails to supply the items in specified time for any reason for which the District Education Officer, Bargarh is not responsible and without any valid reasons, liquidation damages @ **0.5 %** per week or part thereof up to 10% of the contract value may be imposed for the delayed period under orders of the appropriate Authority. If the successful bidder supplied the quality of materials not commensurate with the specification, penalty as deemed proper shall be imposed. In such case, the Authority reserves the right to forfeit the Performance Security & debarred the bidder from participating in any other bid & may write Govt. for blacklisting the firm.

**12. Bid validity period:** The BID shall be remain valid for a period of **90 (Ninety Days)** from the date of opening of the technical BID. The purchaser reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

**13. Amendments to BID terms, conditions and issue of Corrigendum/addendum:**

- i. Five days prior to the deadline for submission of Bids, the Collector may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- ii. The amendment in shape of corrigendum/addendum will be notified on the District website [www.bargarh.nic.in](http://www.bargarh.nic.in). The prospective bidders are requested to take cognizance of such notification/s while submitting their tender proposal.

- iii. In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, the Collector may, at its discretion, extend the deadline for the submission of bids.

**14. Payment terms:**

- i. 100% of the contract price shall be paid by District Education Officer on receipt of goods as per approved sample and upon submission of the following documents.
  - Satisfactory installation certificate of items from concerned Principal.
  - Acknowledgements of receipt of receive & stock entry certificate.
  - On fulfilment of all other conditions of the agreement.
  - 100% of the contract price shall be paid by District Education Officer on receipt of goods and upon submission of the following documents in the case of **items**. Satisfactory completion of the supply of above items and verified by committee as per approved sample.
  - Acknowledgements of receipt of receive & stock entry certificate.
  - On fulfilment of all other conditions of the agreement.

**15. Errors and their rectification:**

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, if and where required, the unit price shall prevail, and the total price shall be corrected accordingly. If the bidder does not accept correction of the errors, its bid will be rejected. If there is a discrepancy between figures mentioned in words and figures, the amount mentioned **in words** shall prevail.

**16. Force Majeure:** Neither District Education Officer nor the Supplier shall be liable to the other for any delay or failure in the performance of their respective obligations, due to causes, contingencies beyond their reasonable control such as

- a) Natural Phenomena including earthquake, floods and epidemics.
- b) Acts of any Government Authority domestic or foreign including war declared or undeclared.
- c) Accidents or disruptions including fire and explosions.

**17.** The bidder shall entirely be responsible for delivering items safely. The District Education Officer or Principal, OAV, Bandupali will not be responsible for any loss or damage of the items till it is customized and handed over to the users.

**18.** Each item to be supplied by the bidder should compulsorily meet all the technical specifications as mentioned in the tender document.

**19.** The Authority reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

**20.** No advance payment will be made to the successful bidder.

**21.** All disputes relating to the contract is subject to the pecuniary jurisdiction at Bargarh.

**SECTION: 2**  
**SPECIFICATION**

**TECHNICAL SPECIFICATION OF THE ITEMS TO BE SUPPLIED.**  
**LIST OF ITEMS FOR PROCUREMENT**

**A. ITEMS REQUIRED FOR HOSTEL**

Sl. No	Name of the items	Specification	Quantity required per hostel
1	Dari	8' (B) X 12' (L)	4
2	Small Table	2'(L) X 1' 6"(W) X 2' 6"(H) made out of square pipe of size 1" X 1" with footrest with olive green colour paint. Top with MDF Board.	100
3	Chair	Neelkamal Plastic or similar equivalent Brand	20
4	Aqua guard	Eureka Forbes Aquaguard Reviva - 50 LPH Storage Water Purifier	1
5	Gas Light	1' 5" (H) of 2 letter Gas Capacity.	5
6	Wall Clock	Ajanta Square Modale of size 1' (B) X 1' (L) or similar equivalent Brand	4
7	Big table	2'6"(L) X 2"(W) X2'6"(H) made out of square pipe of size 1" X 1" with footrest with olive green colour paint. Top with MDF Board.	2
8	Wall Mirror	2' (B) X 3' (L)	25
9	Floor Math	Robber mat of size 1'2" (B) X 1'6" (L)	120
10	Torch (2 Cell)	Eveready or similar equivalent Brand	5
11	Lock & Key	Mobaj- 21 or similar equivalent Brand	100
12	Bucket (Silver)	1'6" (H) Alminium Bucket with face diameter 14"	100
13	Mug	Steel Cylindrical Mug of Height 4" with base Diameter 3" with handle.	100
14	Hostel Bella	10" Diameter brass Bell	1
15	Lock for the gat Big	Mobaj- 41 or similar equivalent Brand	5
16	Dias	1" X 1" Iron pipe Frame with laminated ply top of 2' x 1'6" with front height 4' and back height 3.5'. The top surrounded with 4"edge on three sides. Side and Front Wall to be covered with 6mm MDF board.	1
17	Microphone Set	Ahuja Combo for Temple donation/ basic outdoor PA setup (Amplifier, Horn(Gov. Approved Horn) and Microphone (Wire Microphone)	1
18	Generator Set	Kirloskar/ Honda EP-1000 850VA Handy Series Portable Generator or similar equivalent Brand	1

**B. ITEMS REQUIRED FOR KITCHEN**

Sl. No	Name of the items	Specification	Quantity required per hostel
1	Dekchi and Dhankuni	26" diameter with height 14" with handle and lid (Size=46)	2
		19" diameter with height 9" with handle and lid (Size=31)	2
		20" diameter with height 10" with handle and lid (Size=34)	1
		13" diameter with height 6" without handle and lid (Size=22)	1
2	12Lt Pressure Cooker	12Lt Howkins/ Prestige Pressure Cooker or similar equivalent Brand	1
3	Kadhai and Dhankuni	21".diameter with depth 6" with handle and aluminium lid (Size=35)	6
4	Tasala and Dhakuni	18.5" diameter with height 9" without handle and lid (Size=31)	2

5	Tawa	Iron Tawa of size 18" with woden handle	9
6	Drum and Dhankuni for Storage of Water	20" steel water drum with diameter 15" with lead	4
7	Belana Pata	Wooden with diameter 10 inches	2
8	Roti Seka	Made of Iron with wooden handle	2
9	Thalia for making Roti	Steel Basin of face diameter 18"	1
10	Pithakhadika	Base of size 4" x 4" with length 3 feet made out of Iron	6
11	Danki	Base diameter 6" with handle 1' length	6
12	Dal Chatu	base diameter 4" with handle 1' 6" length	4
13	Knife	Crystal 1 feet length	2
14	Steel Tray	10"(B) x 12" (L) with Five separator space	100
15	Steel Glass	4" height with face diameter 2,5"	100
16	Sila and Silapua	8"(B) x 12" (L)x 4" (II) size of Sila with Silapua	1
17	Grinder	Bajaj Twister 750-Watt Mixer Grinder with 3 Jars (White)	1
18	1-lemadasta	Iron mortar of 1 feet height with face diameter 5" .	1
19	Gas Stove	High Pressure LPG Double Burner Chullah of Size 15" x15" each. (meant for ceremonial cooking)	4
20	Spoon	Steel Serving spoon of Big Size, Long-1' with serving area of dimeter 3"	12
21	Tea Pot	9" Diameter Base tea pot	1
22	Bucket for washing etables	Steel Bowl of Big Size having Bottom ditneter- 2', Top dimeter-3', Height- 1'	3
23	Silver Bucket	l'6" (H) Alminium Bucket with face diameter 14"	6
24	Mug Silver	10" height with face diameter 4"	5

#### C. OTHER ASSETS

Sl. No	Name of the items	Specification	Quantity required per hostel
1	Harmonium	Wooden standard size	1
2	Dholki/ Tabla	Dholki of length 2 feet with central diameter 10 Inches	1
3	Drum	Side drum 12" (SS)	1

#### D. BED ITEMS

Sl. No	Name of the items	Specification	Quantity required per hostel
1	Masari (Mosquito Net)	34" (W) x 75" (L)	100
2	Blankets	4' (W) x 6' (L) single woolen blanket	100
3	Bedsheets	Cotton of size 4' (W) s 6' (L)	100
4	Dunlop and cover Gadi	34"(W) x 72"(L) x 2"(H) of Gadi with cover	100
5	Pillow with cover	1' x 2' Pillow with cover	100

## **SECTION: 3**

### **APPLICATION-TECHNICAL BID**

**APPLICATION- TECHNICAL BID**  
**COVERING LETTER**  
**(ON BIDDERS LETTER HEAD)**

To

The District Education Officer, Bargarh  
Bhatli Chowk, Bargarh  
At/PO/Dist-Bargarh, Pin-768028

Subject: Supply of Items for Girls' Hostel, OAV, Bandupali.

Dear Sir,

I, the undersigned, request you to participate in the selection process to supply of Items in accordance with your Tender Call Notice No.\_\_\_\_\_ dated \_\_\_\_\_, I am here by submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** from the date of opening of the technical BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document as well as subsequent corrigendum/addendum, if any. In case any provisions of this BID document are found violated, then Committee shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Place:  
Date:

BIDDER'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp

## TECH-2

### Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2.	Address for Communication Tel No: Mob No: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder:(if required) Mobile No: Email id:	
4	Registration/ Incorporation Details Registration No: Date & Year:	
5	Local office in Odisha If Yes, Please furnish contact details	
6	Cost of Tender paper Details Amount: DD No. Date: Name of the Bank	
7	EMD Details Amount: <b>DD / Banker's cheque or NSC/ KVP/ STDR No.</b> Date: Name of the Bank	
8	PAN Number	
9	Confirm to carry out assignment as per the scope of work of the Bid Document	
10	Confirm to accept all the terms and conditions as specified in the Bid Document	
11	GST Registration No.	

Place:  
Date:

BIDDER'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp

### **TECH -3**

#### **Check list of Documents produced in the Technical BID**

(Self attested copies of the following documents/papers are enclosed)

<b>Sl No.</b>	<b>Description of the documents</b>	<b>Submitted / not submitted</b>	<b>Page no of the tender paper</b>
<b>1</b>	Copy of registration certificate as mentioned in Para 2 (f-i) of Section-1		
<b>2</b>	In case of OEM/ Firm registration certificate required from appropriate authority		
<b>3</b>	In case of Authorized Agent/ Authorised Dealer/ Authorised Distributor ,valid authorised certificate required from OEM		
<b>4</b>	Copy of supply order of items (mentioned section-6) to at least TWO Govt organisation/ institutions of a value of <b>Rs.10.00 lakh</b> or above during financial year 2016-17 and 2017-18. Documentary proof in this regard must be given with technical bid.		
<b>5</b>	Copy of PAN card		
<b>6</b>	Copy of GSTEN certificate		
<b>7</b>	Copy of the Odisha VAT Registration Certificate under Odisha VAT Act, if registered under Odisha VAT Act in pre GST regime.		
<b>8</b>	VAT Clearance certificate for the year 2017-18		
<b>9</b>	Copy of audited Statement of accounts (audit report Balance Sheet & P/L Account) for the FY 2016-17 and 2017-18 duly certified by Chartered Accountant.		
<b>10</b>	Copy of annual turnover certificate certified by CA for the financial years 2016-17 and 2017-18.		
<b>11</b>	Copy of I. T. returns for financial years 2016-17 and 2017-18 i.e. Assessment Year 2017-18, 2018-19.		
<b>12</b>	EMD as applicable		
<b>13</b>	Bid Processing fee/cost of tender paper as applicable		
<b>14</b>	Tender Document duly signed and sealed by the authorised person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.		
<b>15</b>	Declaration in FORMAT- A		
<b>16</b>	Application - Finance BID		

Place:

Date:

**BIDDER'S OFFICIAL SIGNATORY**

**Name & Designation with Rubber Stamp**

**SECTION: 4**

**APPLICATION -FINANCIAL BID**

**FIN-1**

**COVERING LETTER**  
**(In Bidders Letter Head)**

To

The District Education Officer, Bargarh  
Bhatli Chowk, Bargarh  
At/PO/Dist-Bargarh, Pin-768028

Subject: Supply of Items for Girls Hostel, OAV, Bandupali [**FINANCIAL BID**]

Dear Sir,

I, the undersigned, offer to supply of items for Girls Hostel, OAV, Bandupali in accordance with your Tender call Notice no. \_\_\_\_\_ Dated: \_\_\_\_\_, Our attached Financial BID is for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) [*Insert amount(s) in words and figures\**] per Piece/ Unit. This rate is inclusive of all taxes, all charges, levies, cost of packing, transportation cost. Installation and commissioning charges & other allied cost as applicable.

I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial BID shall be binding upon us subject to the modifications resulting from negotiations, if any, up to expiration of the validity period of the proposal of **90 days from the date of opening of the technical Bid**. I have carefully read and understood the terms and conditions of the BID document and do hereby undertake to make the supply accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

## FIN-2

### APPLICATION – FINANCIAL BID For Supply of Items

1. Name of Bidder: \_\_\_\_\_

#### FINANCIAL BID

(To be Filed in by the Tenderer & submitted in Financial Bid)

#### A. ITEMS REQUIRED FOR GIRLS HOSTEL

Sl. No	Name of the items	Specification	Rate quoted per Unit by the tenderer	
			In Figure	In words
1	Dan	8' (B) X 12' (L)		
2	Small Table	2'(L) X 1' 6"(W) X 2' 6"(H) made out of square pipe of size 1" X 1" with footrest with olive green colour paint. Top with MDF Board.		
3	Chair	Neelkamal Plastic or similar equivalent Brand		
4	Aqua guard	Eureka Forbes Aquaguard Reviva - 50 LPH Storage Water Purifier		
5	Gas Light	1' 5" (H) of 2 letter Gas Capacity.		
6	Wall Clock	Ajanta Square Modale of size 1' (B) X 1' (L) or similar equivalent Brand		
7	Big Table	2'6"(L) X 2"(W) X2'6"(H) made out of square pipe of size 1" X 1" with footrest with olive green colour paint. Top with MDF Board.		
8	Wall Mirror	2' ( B ) X 3' ( L )		
9	Floor Mat	Robber mat of size 1'2" (B) X 1'6" (L)		
10	Torch (3 Cell)	Eveready or similar equivalent Brand		
11	Lock & Key	Mobaj- 21 or similar equivalent Brand		
12	Bucket (Silver)	1'6" (H) Alminium Bucket with face diameter 14"		
13	Mug (Silver)	Steel Cylindrical Mug of Height 4" with base Diameter 3" with handle.		
14	Hostel Bell	10" Diameter brass Bell		
15	Lock (for the gate big)	Mobaj- 41 or similar equivalent Brand		
16	Dias	1" X 1" Iron pipe Frame with laminated ply top of 2' x 1'6" with front height 4' and back height 3.5'. The top surrounded with 4" edge on three sides. Side and Front Wall to be covered with 6mm MDF board.		
17	Microphone Set	Abuja Combo for Temple donation/ basic outdoor PA setup (Amplifier, Horn(Gov. Approved Horn) and Microphone (Wire Microphone)		
18	Generator Set	Kirloskar/ Honda EP-1000 850VA Handy Series Portable Generator or similar equivalent Brand		

## B. ITEMS REQUIRED FOR KITCHEN

Sl. No	Name of the items	Specification	Rate quoted per Unit by the tenderer	
			In Figure	In words
1	Dekchi and Dhankuni	26" diameter with height 14" with handle and lid (Size=46)		
2		diameter with height 9" with handle and lid (Size=31)		
3		diameter with height 10" with handle and lid (Size=34)		
4		13" diameter with height 6" without handle and lid (Size=22)		
5	12Lt Pressure Cooker	12Lt Howkins/ Prestige Pressure Cooker or similar equivalent Brand		
6	Kadhai and Dhankuni	21" diameter with depth 6" with handle and aluminium lid (Size=35)		
7	Tasala and Dhakuni	18.5" diameter with height 9" without handle and lid (Size=31)		
8	Tawa	Iron Tawa of size 18" diameter with woden handle		
9	Drum and Dhankuni for Storage of Water	20" steel water drum with diameter 15" with lead		
10	Belana Pata	Wooden with diameter 10 inches		
11	Roti Seka	Made of Iron with wooden handle		
12	Thalia for making Roti	Steel Basin of face diameter 18"		
13	Pithakhadika	Base of size 4" x 4" with length 3 feet made out of Iron		
14	Danki	Base diameter 6" with handle 1' length		
15	Dal Chatu	base diameter 4" with handle 1' 6" length		
16	Knife	Crystal 1 feet length		
17	Steel Tray	10"(B) x 12" (L) with Five separator space		
18	Steel Glass	4" height with face diameter 2.5"		
19	Sila and Silapua	8"(B) x 12" (L)x 4" (H) size of Sila with Silapua		
20	Grinder	Bajaj Twister 750-Watt Mixer Grinder with 3 Jars (White)		
21	Hemadasta	Iron mortar of 1 feet height with face diameter 5" .		
22	Gas Stove	High Pressure LPG Double Burner Chullah of Size 15" x15" each. (meant for ceremonial cooking)		
23	Spoon	Steel Serving spoon of Big Size, Long-1' with serving area of dimeter 3"		
24	Tea Pot	9" Diameter Base tea pot		
25	Bucket for washing vegetables	Steel Bowl of Big Size having Bottom dimeter- 2', Top dimeter-3', Height- 1'		
26	Silver Bucket	1'6" (H) Ahninium Bucket with face diameter 14"		
27	Mug Silver	10" height with face diameter 4"		

## C. OTHER ASSETS

Sl. No	Name of the items	Specification	Rate quoted per Unit by the tenderer	
			In Figure	In words
1	Harmonium	Wooden standard size		
2	Dholki/ Tabla	Dholki of length 2 feet with central diameter 10 Inches		
3	Drum	Side drum 12" (SS)		

**D. BED ITEMS**

Sl. No	Name of the items	Specification	Rate quoted per Unit by the tenderer	
			In Figure	In words
1	Masari (Mosquito Net)	34" (W) x 75" (L)		
2	Blankets	4' (W) x 6' (L) single woolen blanket		
3	Bedsheets	Cotton of size 4' (W) s 6' (L)		
4	Dunlop and cover Gadi	34"(W) x 72"(L) x 2"(H) of Gadi with cover		
5	Pillow with cover	1' x 2' Pillow with cover		

**In words (Rupees \_\_\_\_\_) only**

**The rate mentioned at above is exclusive of GST and indicating % GST. The rate quoted in the bid must below the MRP.**

Place:  
Date:

**BIDDER'S OFFICIAL SIGNATORY**  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

## **SECTION: 5**

### **FORMATS**

**(Affidavit)**

**Declaration**

1. That, I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri \_\_\_\_\_ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this tender document;
2. That, I /We, am / are have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. That, I /We, am / are also certify that our firm has never been black listed by Central/ State Government/PSUs/Boards/Corporations/ autonomous body under administrative control of Central or State Govt. or any other agency.
4. That, neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.
5. That, the information / documents/ declaration furnished along with the Bid 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/declaration would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law in India.

Place:  
Date:

BIDDER'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm.