

**TERMS AND CONDITIONS FOR SUPPLY OF MATERIALS FOR SURVEY OF SOCIAL & EDUCATIONAL CONDITIONS OF THE PEOPLE BELONGING TO BACKWARD CLASSES**

1. Tender paper should be submitted in sealed cover addressed to DISTRICT WELFARE OFFICE, BARGARH by speed post only duly written as **Tender for Supply of materials for survey of Social & Educational conditions of the people belonging to backward classes**. Submission of tenders by other means shall not be accepted. The Authority will not be held responsible for postal delay if any.
2. The date and time schedules relating to Tender for supply of materials.

Sl No	Activity	Date and time
1	Last date for submission of Tender	<u>13.04.2021 up to 3:00 PM</u>
2	Opening of the Tender	<u>13.04.2021 at 5:00 PM</u>

3. Tender must be accompanied with the following documents failing which the bids shall be rejected.

- GST registration certificate (Self attested)
- PAN/TAN Certificate(Self attested)
- Copy of IT returns filled for last financial year that is 2019-20.
- Affidavit from notary that the firm is not black listed or defaulted for similar type of Order.
- Experience certificate, if any, as regards to similar type of Work.

4. Bid Security Declaration.

5. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid.

6. The Tender is accompanied with a Tender paper cost of amounting Rs.500/- (non-refundable) shall be in the form of Demand Draft payable at SBI Bargarh in favour of Collector, Bargarh.

7. Conditional tender shall not be accepted.

8. Bidders will produce the Sample of the said material at the time of Tender opening. If anybody or firm deviates from this terms & condition his/her tender shall be rejected without assigning any reason.

9. Order for supply will be placed at Bulk as per requirement. which is approximately as follows

Sl no	Items	Specification
01	Pen (Black ball point)	Any brand
02	Ink Pad	Small size
03	Brown Adhesive Tape	Small size
04	Note Book	Exercise Note Book A long size (70 Pages)
05	Scissor	Small
06	Sanitizer	Any brand (500ml)
07	Glove	Per pair

10. The successful bidder has to submit bill in duplicate after successful completion of the work.

11. 'The Successful bidder has to supply the required materials within 7 days of receipt of work order.

12. If the successful bidder fails to execute the order of supply in schedule date and time, penalty under rules will be initiated along with legal action on the basis of Bid security declaration.

13. The bidder should quote the rate of the item inclusive of all cost but excluding GST.

14. Interested bidders may submit their sealed tender in the prescribed evaluation form along with all relevant documents and price tender. These shall be sealed in separate envelop indicating **Evaluation Form & Price Tender** respectively and kept inside another envelop mentioning "**Tender for supply of materials for survey Social & Educational Condition of the people belonging to backward classes**" & submit to the DWO, Bargarh district latest by dt.13.04.2021 on or before 5:00PM. Bidders may be present in person or through their representative (s) during the day of opening of the Tender

TECHNICAL BID FORMAT

1. Name, Address, Contact no and Email address of the Bidder	:
2. GST Registration Certificate (Self Attested)	:
3. DD of amounting 500/- payable at SBI, Bargarh (towards Tender paper cost)	:
4. PAN/TAN Number (Self Attested)	:
5. Copy of the IT returns filled for last financial year that is 2019-20	:
6. Affidavit from notary that the firm is not black listed or defaulted for similar type of order	:
7. Experience Certificate (If any)	:
8. Bid Security Declaration:	:

**Signature of the Bidder with Seal**

## FINANCIAL BID FORMAT

Item	Specification	Cost of items (In Rs)(Including all cost but excluding GST)	GST(In Rs)	Total Rate Quoted for the each items
Pen (Black ball pen	Any brand			
Ink Pad	Small Size			
Brown Adhesive Tape	Small Size			
Note Book	Exercise Note Book A long size (70 Pages)			
Scissor	Small			
Sanitizer	Any brand(500ml)			
Glove	Per Pair			
	TOTAL			

Date: -

Seal and Signature of the Bidder