

OFFICE OF THE DISTRICT JUDGE, NAYAGARH**AT/PO/DIST: - NAYAGARH, ODISHA-752069**

Phone No - (06753) 253342,

Website: <http://districts.ecourts.gov.in/nayagarh><https://nayagarh.nic.in>**CONTENTS OF TENDER DOCUMENTS**

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NO-01/ODJ/NGRH/2019-20

Dtd. 10.01.2020

Office of the District Judge, Nayagarh invites Sealed Tenders under Two Bids (Technical and Financial Bid) from reputed, experienced and financial sound companies/firms/Agencies preferable Godrej Interior, DAMRO, Durian, PIYESTRA, Feather light, Wipro, etc. for supply of furniture, mattress and pillows for use at Transit House, Canteen and Bar Association, Odagaon. For details please visit the Tender section on the web site <http://districts.ecourts.gov.in/nayagarh>, <https://nayagarh.nic.in>

Sd/-

Registrar

Civil Courts, Nayagarh.

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Website: <http://districts.ecourts.gov.in/nayagarh><https://nayagarh.nic.in>**Terms and Conditions for supply of Furniture, Mattress and Pillows to be used at and Transit House, Canteen and Bar Association, Odagaon**

Tender Call Notice No: 01/ODJ/NGRH/2019-20

Dated: 08/01/2020

Sealed Quotations are invited from the interested reputed Companies/ firms / agencies / Distributor like Godrej Interior, DAMRO, Space wood, Wipro, Feather light, Durian, PIYESTRA, etc. for supply of Furniture, Mattress and Pillows as per specification detailed therein for use at **Transit House, Canteen and Bar Association, Odagaon.**

1. Items required: Furniture and other items as per **Annexure "C" and "D"** separately attached).

2. Those who are in similar business for the last three years and at present supplying furniture to Gov. Dept./PSUs/Auto Bodies/ Corporate Sectors/ Hospital/ other Judicial courts in India and capable of supplying such items may submit their Bids.

3. Validity of Tender is one year from the date of finalization of tender.

4. Last date for submission of Tender documents

Date: 29.01.2020

Time: 5 PM

Address: Office of the District Judge, Nayagarh.

5. Date, Time and Place of Opening of Tender:

Date: 04.02.2020 Time: 1.30 PM

Place: At the Office of District Judge, Nayagarh.(Conference Hall)

6. Tender shall be accompanied by the relevant documents including the following:-

a) Photocopy of GST registration certificate.

b) Photocopy of PAN Card

c) Photocopy of Registration of Agency / Organization in any other Act applicable.

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- d) AADHAAR No of proprietor/Managing Partner/Director of the Organisation.
- e) The bidder has to submit self-declaration (in the format given in (Annexure –“A”) that the organization does not have any legal suit /criminal case pending against it for violation of GST Act or any other law and agrees to abide by all terms & conditions of the tender).
- f) Valid authorization certificates either from manufacturer or their authorized representatives such as Dealer/ Distributorship certificate.
- g) Self declaration that organization agrees to abide by all terms & conditions of the tender. (In the format given in Annexure –“B”)
- h) Tender paper cost - Rs. 500/- (Rupees Five hundred only) in form of Bank Draft drawn in favour of The Registrar, Civil Courts, Nayagarh.(Non –Refundable).
- i) Rs.20,000/- (Rupees Twenty Thousand) in form of Bank Draft in favour of the Registrar, Civil Courts, Nayagarh towards EMD. EMD will be refunded to the unsuccessful bidders receiving the letter of acceptance of the order from the successful bidder.
- j) Brochure/ Photographs of furniture should be attached.
- k) A client list for the furniture quoted for and supplied by them for the last three years.

7. Submission of Bid Documents: Bid will be submitted in two parts i.e. Technical Bid (Annexure – C) and Financial Bid (Annexure – D). The bidders should give their technical and financial proposal separately in two envelopes and both should be put into third cover which should be super scribed as **“Tender Call Notice No: 01/ ODJ/ NGRH/2019-2020”**. The bidders qualified in the technical bid will be eligible to participate in financial bid. Tender documents should reach to the office of the undersigned either through Speed Post / Regd Post & Courier only.

8. Signing of Documents: All documents submitted must be signed by the authorized signatory of the organization

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- i. Price/Rate should be quoted for a single item/ per unit basis.
- ii. Price quoted should be inclusive of all taxes including transportation charges for delivery of the items.
- iii. No other cost in any form will be borne by the undersigned for delivery of the item except the rate approved in the tender.
- iv. Supplier has to supply the items as per requirements placed in the rate approved during the valid period of rate contract finalized in the tender otherwise security submitted will be forfeited.

10. Warranty: Supplier should provide at least 1 (one) year warranty items supplied by him. Supplier will undertake any repairing work within the valid period of tender without any cost.

12. Delivery:

- i) The suppliers shall ensure that the quality and quantity should be as per the supply order and rate approved in the tender.
- ii) The supply of items shall be made within 15 (Fifteen Days) from the date of the Supply order and supplier is required to submit the bill along with items for payment in the rate approved for the quantity supplied. The transportation of items is the sole responsibility of supplier and must deliver the item at the site, i.e at the Civil Court Complex, Odagaon.
- iii) The District Judge has the authority to cancel/reject the supply order in case of delay/failure/ non-compliance to the specifications Finalized in tender.

13. Breakage/Damage: Any breakage/damage of items or any other material during transportation must be replaced by supplier within 7 days. No cost to supply the items against damaged/breakage items be met by the office.

14. Terms of Payment: Payment will be released only after successful installation and physical verification along with user certificate regarding satisfactory working installing of items.

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- i. The Office does not bind itself to accept the lowest tender, even after qualifying in technical bid, if found not in order at the sole discretion of the Office.
- ii. In case of non-compliance by the approved supplier, the order will be placed to next bidder and so on.
- iii. Approved supplier who has not complied the order, his Security (EMD) amount will be forfeited

16. Other Terms & Conditions

- i) The person representing as a bidder should be properly authorized. Authorization letter is to be produced before participating in the tender process. Unauthorized person will not be allowed to participate in the tender process.
- ii) If no suitable bidder found, committee may finalize the tender with suitable modifications and may relax any of the terms and conditions.
- iii) The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.
- iv) In case of any dispute the decision of The District Judge, Nayagarh shall be final and binding in all respect.
- v) All disputes are subject to the jurisdiction of Nayagarh Court only.
- vi) Furniture shall be provided in one reputed brand and composite brand is not allowed.
- vii. The validity of order for supply of items is thirty days.
- viii) The conditional bids may not be considered and will be outrightly rejected in very first instance.
- ix) No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by

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him shall be forfeited and he shall be disqualified from participating in any future tender.

x) Offers on original tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/ Rewording of formats shall not be acceptable.

xi) The EMD of the bidder will be forfeited if the bidder misleads the office during the course of evaluation of the tender by providing false and misleading information.

xii) It is the responsibility of Bidders to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents / or bids not responsive enough to the tender terms shall be rejected.

xiii) The successful bidder shall have to deposit a performance security of Rs.90, 000/ (Ninety Thousands) with in fifteen days of the receipt of order. The performance security will be furnished in form of Bank Guarantee drawn in favour of the Registrar, Civil Courts, Nayagarh and payable at Nayagarh. The performance security shall remain valid for a period of one year.

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(Annexure No - A)

SELF DECLARATION

I Mr/Mrs on behalf of..... (Company/ Firm/ Agency/ Distributer Name) declare that I / We are not blacklisted by any Central / State Govt. / Public Sector undertaking in India and our organisation does not have any legal suit/ criminal case pending against it for violation of GST Act or any other law. I have given consent to supply the above items will be done with in 15 (fifteen) days as per given specification. I confirm that the information as provided above is true & correct.

Date:
Place:Signature
Name
Designation:*Should be submitted on the letter head of the organization*

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(Annexure No -B)

SELF DECLARATION

I Mr/Mrs..... on behalf of..... (Company/ Firm/ Agency/ Distributer Name) declare that I / We are agrees to abide by all terms & conditions of the tender. I confirm that the information as I have provided above is true & correct.

Date:

Signature

Place:

Name

Designation:

Should be submitted on the letter head of the organization.

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Sl no	Particulars	Clearly mention data here
1	Name of the Organisation	
2	Address of the Organization	
3	Name of the Authorised Signatory. (In capital letter)	
4	Authorisation & Specimen signature of the Authorised signatory.	
5	Telephone No/ Mobile No of the Authorised Signatory/ Organisation.	
6	Email id of the organization	
7	Photocopy of Registration of Agency /Organization	
8	PAN No of the organisation / Proprietor /Managing Partner /Director of the Organisation (Attach photo copy of PAN Card)	
9	AADHAR No of Proprietor /Managing Partner/Director of the Organisation	
10	GST Registration No (Attach photo copy of registration certificate)	
11	Valid authorization certificates either from manufacturer or their authorized representatives such as Dealer/ Distributorship certificate.	
12	Tender paper cost in shape of Demand Draft of Rs. 500/- (Rupees Five hundred only)	Draft No:- Name of the Bank:- Branch Address:- Amount (Rs):-
13	Security Deposit in shape of Demand Draft of Rs.20, 000 /- (Rupees Twenty Thousands only).	Draft No:- Name of the Bank:- Branch Address:- Amount (Rs):-

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14	Self-declaration that the Organisation does not have any legal suit/ criminal case pending against it for violation of IT, Service tax, Sales tax Act or any other law. (In the format given in Annexure –“A”).	
15	Self-declaration that organization agrees to abide by all terms & conditions of the tender. (in the format given in Annexure –“B”)	
16	Copy of Trade Licence for this kind of jobs enclosed. (yes/No)	
17	Whether all documents submitted signed by the authorized signatory of the organization (Yes / No)	
18	Whether certificate /document in support of having at least three years' experience in supply of similar items along with a list of organisation (Gov. Dept./ PSU/ reputed MNCs/ Organisation) where contractor is currently providing or provided this kind of items.	

DECLARATION

I / We hereby declare that, the terms and conditions, specification etc. given with the tender notice have been read carefully and it is 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 state, the Firm/Agency will be blacklisted and will not have any dealing with it in future.

Place :

Date :

Seal & Signature of authorized Signatory.

FINANCIAL BID							
ANNEXURE - C							
TRANSIT HOUSE, CIVIL COURT COMPLEX, ODAGAON							
SL. NO.	PRODUCT DESCRIPTION	UNIT (Approx.)	PRICE per unit	Price for total unit	GST	TOTAL PRICE	IMAGE
SUITE (2 Nos.)							
1	King Size Bed (78x72x05)	2					
2	78" x 72" x 4" Mattress (Ortho)	2					
3	Pillow (Good quality)	4					
4	COMFORTER	2					
5	Bedside Table	4					

6	2 Door Wardrobe	2					
7	Dressing Table with stool	2					
8	TV Unit	2					
9	Two Seater Sofa	2					
10	Center Table	2					
LIVING ROOM							
11	Sofa Set (3+1+1)	1					
12	Center Table	1					
13	Corner Table	1					

PSO / DRIVER REST ROOM							
14	Single Bed (78" x 36" x 4")	2					
15	Single Bed Mattress (78"x36"x4")	2					
16	Pillow	2					
17	Bedsheet (single Bed size) with pillow cover	2					
18	Wardrobe	2					
DINING HALL							
19	Six seated Dining Table and Chairs Set	1					
TOTAL NO. OF ITEMS		38			TOTAL PRICE		

Sd/-
Registrar,
Civil Courts, Nayagarh.

ANNEXURE – D

CANTEEN AND BAR ASSOCIATION HALL, CIVIL COURT COMPLEX, ODAGAON							
SL. NO.	PRODUCT DESCRIPTION	UNIT (Approx.)	PRICE per unit	Price for total unit	GST	TOTAL PRICE	IMAGE
1	WRITING TABLE WITHOUT STORAGE (1800X2000X750) FOR 6 PERSONS SITTING CAPACITY	8					
2	EXECUTIVE CHAIR VISITOR WITH ARM	48					
BAR ASSOCIATION OFFICE BEARERS ROOM							
3	CONFERENCE TABLE 3200 mm x 1500 mm x 75 mm) with nine sitting capacity	1					
4	HIGH BACK REVOLVING CHAIR	9					

WAITING LOBBY							
5	PORFORATER THREE SEATER WITHOUT CUSHION	2					
CANTEEN							
6	CANTEEN TABLE (4 SEATER) (1135 x 1175 x 750)	10					
7	Canteen Chair unwind without arm (SS powder coated under structure)	40					
TOTAL NO. OF ITEMS		118	TOTAL PRICE				

Sd/-
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