

2021/04/01 22:23

COLLECTORATE, NAYAGARH
(ST & SC DEV. SECTION)

No. 803 / Dt. 30.03.21

SHORT TENDER CALL NOTICE

Sealed tender has been invited in the prescribed format from the intending suppliers/Firms/ Authorized Dealers/ Agencies having valid GST Registration for supply of different items (Stationery/Safety items) to be provided to the Enumerators for undertaking hassle free survey work for Social and Educational Condition of the people belonging to backward classes in Nayagarh District.

Information for the Bidders

1	Availability of Tender Documents	www.nayagarh@nic.in
2	Last date and time of submission of Tender documents	On or before 8 th April,2021 at 5 P.M. by speed Post/Regd. Post /Courier only.
3	Earnest money deposit	Rs. 10000.00(Refundable) in shape of Bank Draft from any Nationalized/Scheduled Bank in favour of Collector, Nayagarh.
4	Tender Paper Cost	Rs.500.00 (Non Refundable) in shape of Bank Draft from any Nationalized/ Scheduled Bank in favour of Collector,Nayagarh.
5	Opening of Sealed envelope/tender documents and venue	11 A.M. dtd. 09.04.2021 with Samples at Chamber of ADM, Collectorate, Nayagarh.
6	Supply of all intended materials	The materials are to be supplied within 7 days from the date of placement of order, failing which order will be automatically Cancelled and EMD will be forfeited.


30/03/21
for District Magistrate & Collector,
Nayagarh

Term and Conditions:

1. The tender should be addressed to the District Welfare Officer, Collectorate, Nayagarh, At-Collectorate, Nayagarh, Po./Dist-Nayagarh, Pin-752069 & super scribing "Tender for supply of different materials(stationery & Safety items) to the Enumerators".
2. Interested bidders have to submit EMD of Rs.10,000/-(Rupes Ten Thousand)only in form of Bank draft in favour of "Collector, Nayagarh"& Tender cost of Rs.500/-(Rupees five hundred)only in form of Bank draft in favour of "Collector, Nayagarh" from any Nationalized/Scheduled bank.
3. The Committee reserves the right to reject or cancel the Tender or supply orders without assigning any reason thereof.
4. The Committee shall not be responsible for any postal delay or missing of Tender papers. The incomplete Tender paper without EMD & tender paper cost received after the scheduled date and time shall not be accepted and liable to be rejected.
5. The Bidders have to quote the rate for each particular category of the item inclusive of GST, all other taxes and transporting cost to the District Office and other incidental charges.
6. The Committee has also reserved the right to consider or select the item basing upon the quality of the product.
7. The bidders should quote the rate for all items given in the tender schedule in order.
8. The bidders quoted the rate on the sum total with quality of items will be given preference for selection of Tenders.
9. Samples are mandatory, without sample Tender will not be accepted.
10. The intended bidders will submit the Tender documents completely in all respect along with EMD and other required documents on or before 8th April 2021, up to 5.00PM address to District Welfare Officer, Nayagarh. District Welfare Officer, Nayagarh will not be responsible for any postal delay.
11. The authority has every right to extend the dateline for submission of Tender.
12. The bids received by the authority after the prescribed time and dateline of submission, same will not be opened and considered. Thus, the same is deemed to be rejected.
13. The bids will be opened on the scheduled date and time at 11.00AM on 09.04.2021 at Chamber of ADM, Nayagarh in presence of bidders or their authorized representative of the bidders.
14. No of quantity required may vary as and when required by the District Welfare Officer, Nayagarh.

BN
30/03/21
for Collector Nayagarh

Memo No. 804 dt. 30.03.21

Copy to DIC, NIC, Nayagarh for information with a request to web-host/upload the Tender documents for wide publicity.

Nayagarh
30.03.21
District Welfare Officer,
Nayagarh

Memo No. 805 dt. 30.03.21

Copy to Notice Board, Collectorate, Nayagarh/ PD DRDA, Nayagarh/ Sub-Collector, Nayagarh/ All. BDOs /All Tahasildars/ All E.O.s of the ULBs/All CDPOs of this District for information with a request to affix the above Tender paper in the Notice Board in their offices for wide publication.

Nayagarh
30.3.21
District Welfare Officer,
Nayagarh

Eligibility criteria/Evaluation Form/Tender Documents for supply of different materials(Stationery items/safety items) to be provided to the Enumerators.

Format-1

(To be filled up by the Bidders)

1	Name of the firms/Dealers/Suppliers/agency	
2	Address with Mobile number	
3	Copy of GST registration certificate	Attached at Page No.-
4	Self attested photo copy of PAN Card	Attached at Page No.-
5	Copy of Income Tax returns for the year of 2019-20	Attached at Page No.-
6	Copy of GST clearance for December 2020	Attached at Page No.-
7	Particular of EMD deposited	
8	Particulars of Tender paper cost deposited	
9	Self declaration that the firm has not been blacklisted by any Govt. Organization	Attached at Page No.-

I do hereby certify that the above mentioned particulars are true and correct.

Note: All the documents must be self attested by the Bidder.

Sealed and Signature of the Tenderer

Format-2**Format for PRICE BID (To be filled up by the Bidders)**

Sl. No.	Name of the Items	Specification	Approximate quantity of Articles/Materials to be procured	Maximum Price per Unit (In Rs.)	Rate quoted by the Quotationer (Inclusive of GST & All Taxes Transportation cost and other incidental charges) (In Rs.)
1	Pen	Black ink ball point	2000 Pc	10	
2	Ink Pad	Blue	1000 Pc	20	
3	Packing items (wide Brown adhesive tape)	2" & 80 meter length	1000 Pc	20	
4	Gum	200 ml	1000 Pc		
5	Note Book	Exercise Note Book A4 long size (70 pages)	1000 Pc	25	
6	Scissors	Small	1000 Pc	20	
7	Mask	Cotton	4000 Pc	20	
8	Hand Sanitizer	Any Brand(500ml)	1000 Pc	150	
9	Hand Gloves	Per Pair	4000 Pc	10	
10	Lock and Keys	Preferably of Mobaj/Moble/Link)	780 Pc	50	
11	Identity Cards(Laminated pouch cover)	Standard size	1020 Pc		
12	Identity cards printing and supply	Multicolor printing and supply	1020 Pc		
13	Envelopes	11"x5"(Inside lamination)	1000 Pc.		
14	Envelopes	5"x14"(Inside lamination)	1000 Pc.		
15	Envelopes	Legal size with Inside lamination	1000 Pc.		

Total Cost Rs. _____

Word in Rupees _____

We agree to supply the above items as per specification for a period of One year with the price mentioned above and the price will be remain unchanged for a period of one year.

Place:

Date:

Sealed and Signature of the Tenderer