



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବଲାଙ୍ଗିର (ନିଜାରତ ଶାଖା), ୭୬୭୦୦୧  
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALANGIR  
(NIZARAT SECTION)

E-mail: nizarat-balangir@gov.in

No. COLBLN-NIZ-MISC-0014-2022- 466 /Dt. 24/08/2022

**TENDER CALL NOTICE**

Sealed Tenders under two bid system are invited from the authorized eligible manufacturing company/dealer/ suppliers having valid PAN/GST registration certificate for supply of 05 numbers of Highspeed and 02 numbers of flatbed Computer Scanners. The tender documents may be downloaded from the website [www.balangir.nic.in](http://www.balangir.nic.in) on 25/08/22 onwards and filled documents will be received by Registered/ Speed post/ Courier/Hand delivery at Nizarat Section within office hour by 30/08/22 addressed to Collector & District Magistrate, Balangir, At-Collectorate, Balangir District-Balangir, Pin-767001.

**Terms & Conditions**

1. Eligibility criteria:

- i. The company should have authorized dealer set up presence in the state and district where the job is being undertaken to provide better after sales services.
- ii. The company should be able to render prompt service at Balangir within 24 hours after the complaints are lodged.
- iii. The company should offer minimum 12 months warranty on the products from the date of delivery against any manufacturing defects in which case free repair/ replacement has to be done.

2. Tender Application: the intending bidder may apply by downloading bid form and document from the website [www.balangir.nic.in](http://www.balangir.nic.in) and apply accordingly along with detail enclosures.

3. Place and date of receiving Tender: Sealed Tender will be received at Collectorate, Balangir through Speed post/ Registered post/Courier/Hand delivery at Nizarat Section only in the office on or before 30/08/22 within office hour and the sealed envelope super scribing "Tender for supply of Computer Scanner to Collectorate, Balangir" shall be sent to Collectorate, Balangir, Dist-Balangir, Pin-767001, Odisha. This office will not be responsible for receipt of tender paper beyond the stipulated date & time due to any postal/ courier delay.



4. Date, Time and Venue for opening of Tender: The sealed documents shall be opened on 05/09/22 at 4.00Pm in the conference hall of Collectorate, Balangir in the presence of bidders or their authorized representatives and the members of the District level purchase committee. The authority reserves the right to cancel/ reject all or any part of the notice without assigning reason thereof. In case of any unavoidable circumstances, if the tender could not be opened on the scheduled date, then next date will be communicated to the bidders as per decision of the authority. Incomplete tender papers shall be liable for rejection.

5. Bidders should apply for tender in two part bidding system. i.e. i) Technical Bid and ii) Financial Bid, which are to be submitted as per the format prescribed in Bid documents and two separate sealed envelopes. The envelopes are to be super scribed as "Tender for supply of Scanners to Collectorate, Balangir". The financial bid shall be opened in respect of those bidders who qualify in Technical bid.

6. GST Registration Certificate: The intending bidder should submit the photocopy of the valid GST registration Certificate & Number, PAN card with original bid document.

7. Authorization: The bidder should submit documents regarding proof of authorization for supply of the tender issued by OEM and the dealership certificate of the quoted brand/make issued by OEM.

8. The intending bidder should submit an affidavit in non judicial stamp paper that the bidder has not been blacklisted by any Govt. organization.

9. Price: Price quoted by the bidder should include all charges such as GST, Transportation charges to Collectorate, Balangir installation & commissioning of items at Collectorate, Balangir and insurance cost till the item is accepted at Collectorate, Balangir. The rate quoted shall remain unchanged till the completion of successful installation of the items at Collectorate, Balangir. Any increase in the rates during time of supply is not permissible.

10. EMD: The intending bidder need not to submit EMD as per instruction laid down in office memorandum No.8484 dated 05.04.2022 of Finance Department Govt. of Odisha. However, they have to submit "**Declaration Bid Security in lieu of EMD**".

11. Penalty: If the proposer fails to deliver and install the items within the stipulated time, they will be imposed a penalty of 0.5% of the order value for late of each week delay or part thereof subject to maximum of 2% of value of the late delivered items.

12. Payment: 100% of the billing amount will be paid through NEFT only after submission of delivery challan, Stock entry certificate & installation certificates.
13. Insolvent: The authority may at any time terminate the contract by giving written notices to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter.
14. The undersigned reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
15. Jurisdiction: any legal dispute arising in respect of the bid shall be instituted within the jurisdiction of Balangir, Odisha only.

Date:

  
Additional District Magistrate,  
Balangir.

Memo. No. 467 / Niz. Dt. 24/08/2022

Copy to DIO, NIC for wide publication of this tender call notice, Notice Board Collectorate, Balangir and Notice Boards of all Sub-Collectors/ All E.Os.of Municipalities and NACs/ All BDOs/ All Tahasildars of Balangir district for wide publication.

  
Additional District Magistrate,  
Balangir.



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବଲାଙ୍ଗିର (ନିଜରାତ ଶାଖା), ୭୬୭୦୦୧  
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALANGIR  
(NIZARAT SECTION)  
E-mail: nizarat-balangir@gov.in

**Bid documents for supply of Computer Scanner to Collectorate,  
Balangir.**

1. Last Date of receipt of Tender Document : 30/08/22 at 2.00 P.M.
2. Date and time and venue for opening of the Tender: 05/09/22 at 4.00 P.M.
3. EMD : Not Required
4. Due date of supply : within one month of issue of purchase order.
5. Technical Bid : At annexure 'A'.
6. Financial Bid/Rate/Specification : At annexure 'B'
7. Bid Security Declaration : At annexure 'C'

  
Additional District Magistrate,  
Balangir.



**TECHNICAL BID**  
**Application Form for Bidding**

1. Name of Registered bidder:
2. Name of Authorised Person:
3. Address:
4. Contact No.:
5. PAN No. (encl. Photo copy):
6. GST registration Certificate (enclose photo copy):
7. Documents to be enclosed:
  - i) Photocopy of PAN Card.
  - ii) Photocopy of GST Registration Certificate & Number.
  - iii) Proof regarding similar type of work experience in Govt. Sector (Single Order minimum of Rs. 5 Lakh.)
  - iv) Photocopy of Company/Firm Registration Certificate.
  - v) Authorization certificate for bid application issued by OEM.
  - vi) Affidavit on 'not blacklisted at any where.
  - vii) Income Tax return of last 3 years.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Date:

Seal and Signature of the Bidder.



**Annexure "B"**

**FINANCIAL BID**

**SPECIFICATION OF THE ITEMS TO BE SUPPLIED AND INSTALLED**

<b>SI No.</b>	<b>Name of Items</b>	<b>Make &amp; Model</b>	<b>Unit</b>	<b>Amount (in Rs.) ( inclusive of all Taxes)</b>
01	Scanner	HP Scanjet pro n4000 snw1	1	
02	Scanner	HP Scanjet Pro 3500 f1	1	

Seal and Signature of the Bidder.

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

(On Bidders Letter head)

**Bid Security Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To ,

**The Collector, Balangir, Collectorate.**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (1) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

in the capacity of ( \_\_\_\_\_ )

Name: ( \_\_\_\_\_ )

Duly authorized to sign the bid for an on behalf of ( \_\_\_\_\_ )

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

