

Tender Ref. No.: PS/GUDVELLA/HST/2022- 23/05



**GOVERNMENT OF ODISHA PR&DW  
DEPARTMENT**

**TENDER DOCUMENT  
FOR SUPPLY OF  
DUAL DESK BENCH**

**PANCHYAT SAMITI OFFICE, GUDVELA**  
(PR&DW Deptt. Government of Odisha)



**OFFICE OF THE BLOCK DEVELOPMENT OFFICER, GUDVELA**

BALNAGIR ODISHA PIN -767001

The Block Development officer on behalf of Governor of Odisha invites Sealed tender are invited from the reputed firm, Manufacturers, agencies & supplier of Dual Desk Bench as per the specification for High School students of different Schools running under S&ME Deptt. Govt of Odisha in Balangir District for the year 2022-23. The details of tender documents can be obtained from the District Website <http://balangir.nic.in>.

The interested bidder(s) may submit their sealed tender documents in prescribed format to the Block Development Officer, Gudvela Block on or before 13/01/2023 by 4.00 PM through Regd. Post / Speed Post only. The Bidder are required to submit Technical bid and financial bid in separate envelopes put in a common envelope mention "Tender for supply of Dual desk bench for Transformation of High schools programme(5T)" on the cover of the envelopes.

The sealed tenders will be opened in presence of the members of the purchase/Tender committee and bidders or their authorised representative. The date, time & venue of opening of the Technical / Financial bid mentioned in DTCN.

**The details are summarized below:-**

a)	Tender number	Reference number for inviting bids through this tender is PS GUDVELLA/HST/2022-23/05
b)	Purchaser	The Block Development Officer, GUDVELA which is Government of Odisha under PR&DW Deptt.
c)	Purpose of Dual Desk Bench	The purchaser would place the Dual Desk Bench in their educational schools for smart class rooms and shall be utilized for imparting teaching
d)	Scope of Tender	Supply & Installation in class rooms
e)	Specification / Details of Dual Desk Computer	The detailed specifications of Dual desk Bench are specified in tender and placed at <b>Annexure-A</b>
f)	Web page for details of tender	Web page: <a href="http://www.balangir.nic.in">http://www.balangir.nic.in</a> The prospective bidders are advised to remain intouch with the website for any update in respect of this tender.
g)	Locations of supplies	The HST Schools is/are proposed to be supplied at Gudvela Block.  It may be noted that the Block Development Officer have full rights to cancel supplies while placing the supply order to selected bidder. The reason for

		cancellation of supply to any of the locations or all locations would not be disclosed.
h)	Earnest Money Deposit (EMD) along with Tender	Bid Security Declaration to be placed in the Technical Bid envelope while submitting the tender.
i)	Exemption from the payment of EMD and Tender fee	The exemption for the payment of EMD as well as tender fee will be applicable to the Udyog Aadhaar/ NSIC/ District Industry Centre registered units for the goods for which the said tender floated.
j)	Cost of Tender Documents	The tender document can be collected from the office of the Block Development Officer, Gudvela in between the period between <b>04<sup>th</sup>, Jan- 2023</b> to <b>13th Jan 2023</b> (except holiday and sun day) between 10:30 AM to 4.00 PM against payment of Rs. 6000/- (Rupees six Thousand Only) (Non- refundable) by way of demand draft, in favour of <b>BLOCK DEVELOPMENT OFFICER A/c'</b> payable at Gudvela. Alternatively tender form can be downloaded from our website <a href="http://www.balangir.nic.in">www.balangir.nic.in</a> from <b>04<sup>th</sup> Jan- 2023</b> to <b>13th Jan 2023</b> . In case the tender downloaded for submission of offer, the tender fee of Rs. 6000/- in form of demand draft in favour of <b>BLOCK DEVELOPMENT OFFICER A/c'</b> payable at Gudvela shall be enclosed with Technical Bid of the tender while submitting the tender.
k)	Last date of submission of tender	<b>Tender must be delivered to the address below on or before 13th January 2023 up to 04.00 PM.</b> Late bids will be rejected. The Block Development officer, Gudvella, Address
l)	Date of opening of Technical Bid (Envelope-1)	<b>The technical bid for the tender shall be opened on 16th January 2023 at 11.00 AM hours at the address as under:</b> The Panchyat Samiti Office, Gudvela Block address
m)	Date of opening of Financial Bid (Envelope-2)	The date for opening second envelope containing Financial Bid will be <b>opened on 16th, January 2023 at 03.00 PM onwards at the address as under:</b> The Panchyat Samiti Office, Gudvela Block address

**Note:** In case of any further details required, the same can be collected from the office of the Block Development Officer, Gudvella from **04<sup>th</sup>, Jan- 2023** to **13th, Jan 2023** (except 2<sup>nd</sup> Saturday, Sunday, Holiday) between 10:30 AM to 4.00 PM

  
Block Development Officer  
Gudvella

2. Bid documents consisting of specifications, the schedule of quantities and the set of terms & conditions of contract and other necessary Documents can be seen in the website.
3. The Bid documents will be available in the [www.balangir,nic.in](http://www.balangir,nic.in) from 10.30 AM of 04.01.2023 to 05.00 PM of 13.01.2023.
4. The Cover-I (Technical Bid) of Double Cover and Single Cover shall be opened at 11.00 AM on 16.01.2023 in the office of the Block Development Officer, Gudvella in the presence of bidders who wish to attend. Bidders who participated in the bid can witness the opening of bids. If it happens to be a holiday the same will be opened in the next working days at the same time and venue. The Financial Bid (Cover-II) of those bidders will be opened who will be qualified in the Technical Bid.
5. As per the Office Memorandum No.8943 dtd.08.03.2021 of Finance Department, Govt of Odisha, the bidders are not required to deposit the Bid Security/ EMD amount during participation but Bid Security Declaration is to be submitted by the Bidders along with the Technical Bid **Annexure-“B”**. The successful bidder submits the Bid Security Deposit at the time of agreement.
6. Other details can be seen in the bidding document.
7. The successful bidder will have to deposit a performance security deposit of 3% of the contract price (agreement price in the form of Bank Guarantee from any Nationalised Bank drawn in favour of Block Development, Gudvella covering a period of three (03) years from the date of intimation to the bidder with award of supply of Dual desk.
7. The intending Bidders are required to furnish their e-mail address and cell Phone No so as to inform them any things relating to the tender.
8. If any intending bidders wish to withdraw from participation in the bid, He/she can freely withdraw from the participation before scheduled date and time of closer.
9. The authority will not be held responsible for any postal delay.
10. Any corrigendum/ Addendum will be displayed in the website [www.balangir.nic.in](http://www.balangir.nic.in) only.
11. The authority reserves right to cancel any or all bids without assigning any reason thereof
12. Those bidder who will qualify in the technical Bid (Cover-I), the Price bid (Cover –II) of only those Qualified Bidder will be opened.
13. The 1st lowest bidder must produce the original documents within the stipulated time period failing which action shall be taken to blacklisting Agency.
14. If the bidder fails to supply within one month of agreement with the BDO, Gudvella the amount so furnished as Security Deposit will be forfeited in addition

to the other penal clauses, if any, to be imposed and the 2<sup>nd</sup> lowest bidder will be offered to supply the dual desk with same terms and conditions.

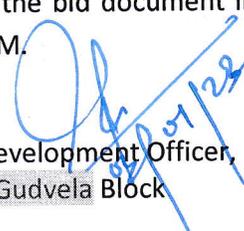
15. The bidders should show one set of Dual-Desk during opening of Technical bid.

16. The payment will be released to supply bidder by the HM, 5T schools on delivery of Dual desk within time frame and after issue of order by the committee through proceeding.

  
Block Development Officer,  
Gudvela Block

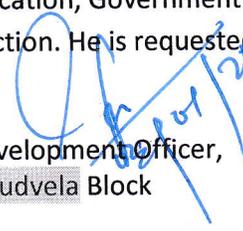
Memo No. 07 / Dated 03.01.2023

Copy submitted to the NIC, Bhubaneswar / copy submitted along with DTCN (Soft copy) to DIO, NIC Balangir with a request to display the bid document in the website from Dt. 04.01.2023 to Dt. 13.01.2022 up to 5.00 P.M.

  
Block Development Officer,  
Gudvela Block

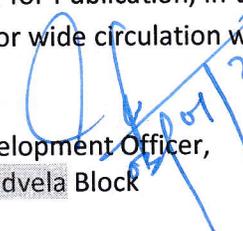
Memo No. 08 / Dated 03.01.2023

Copy submitted to the Director, Printing Stationary and Publication, Government of Odisha, Madhupatana, Cuttack -10 for information and necessary action. He is requested to arrange for publication next issue of Orissa Gazette.

  
Block Development Officer,  
Gudvela Block

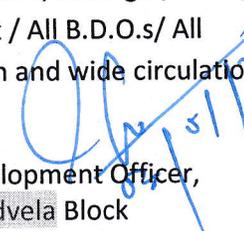
Memo No. 09 / Dated 03.01.2023

Copy submitted to the Director, Information & Public Relation for Publication, in two odia daily news Paper all addition and one English daily news paper for wide circulation with minimum Govt. approved space.

  
Block Development Officer,  
Gudvela Block

Memo No. 10 // Dated 03.01.2023

Copy forwarded to Chief Construction Engineer, Lower Suktel Project Balangir / Executive Engineer (R&B) Division, Balangir / Kantabnji / R.W. Division, Balangir / Irrigation Division, Balangir / M.I. Division, Balangir / P.H. Division Balangir / WESCO, Balangir / ADM, Balangir / DEO&DPC, SS, Balangir / All Sub Collectors of Balangir District / All B.D.O.s/ All Tahasildars under Balangir, District Office Notice Board for information and wide circulation.

  
Block Development Officer,  
Gudvela Block

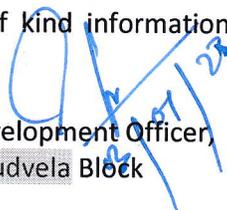
Memo No. 11 // Dated . 03.01.2023

Copy to Inspector in charge, Police Station Tusra for information and necessary action.

  
Block Development Officer,  
Gudvela Block

Memo No. 12 // Dated . 03.01.2023

Copy Submitted to CDO-cum-EO, ZP Balangir for favour of kind information and requested to display in the notice Board.

  
Block Development Officer,  
Gudvela Block

Memo No. 13 // Dated . 03.01.2023

Copy submitted to the Collector and District Magistrate, Balangir/ Superintendent of Police, Balangir for favour of kind perusal.

  
Block Development Officer,  
Gudvela Block

**SPECIFICATION OF DUAL DESK BENCH & SCIENCE TABLE**

Sl. No	Name of the Items	Approximate Quantity (in nos)	Specification
01	Dual Desk Bench	270 sets	<ul style="list-style-type: none"> <li>• Made with 0.8mm thick CR Sheet</li> <li>• Stiffeners made with 25x25 mm square tube of 1 mm wall thickness.</li> <li>• Side structure made with CR Sheet press formed and welded to 50x25mm tube of wall thickness 1.2 mm with 25mm round tube of 1.2 mm wall thickness</li> <li>• Front Modesty panels &amp; bottom shelf made with 0.8mm thick CR sheet (minimum top 9" &amp; bottom 9" without gap)</li> <li>• MS frame duly powder coated</li> <li>• Desk top made with 17mm thick Prelam MDF with 0.8mm PVC edge binding on all sides.</li> <li>• Front Modesty panels &amp; bottom shelf made with 0.8mm thick CR sheet.</li> <li>• All edge are to be finished with edge bending of minimum 1.3mm thick PVC tape.</li> <li>• <b>Tube End Caps</b> - All end of the MS tube and Base to be fixed with plastic caps.</li> </ul>
02	<u>Dimension</u>		<p><u>Dimension</u></p> <ul style="list-style-type: none"> <li>➤ <u>TOP SIZE :- MINIMUM 42"X14"</u></li> <li>➤ <u>WIDTH OF SEAT - Minimum 11"</u></li> <li>➤ <u>WIDTH OF BACK UPPER PARTS -6"</u></li> <li>➤ <u>DESK Height : 30"</u></li> <li>➤ <u>SEAT HEIGHT -18"</u></li> </ul>

**Bid Price**

- a. The "Price of Dual desk Bench including all Taxes & Duties" shall remain firm & inclusive of all costs involved for the delivery to the destination(s) which include the cost of Installation at destination,
- b. No extra payment or revision of "Price of Dual Desk Bench shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- c. No representation for the revision of the quoted "Price of dual Desk bench.
- d. The price should be quoted in Indian Rupees only.

**1. Eligibility criteria to participation of Bidder: the bidders should furnish the following document:**

- a) Self attested copy of registration certificate of firm/agency with seal and signed
- b) Self attested copy of valid PAN with seal and signature
- c) Self attested copy of valid GST registration certificate with seal and signed.
- d) Self attested copy of update (recent) GST return certificate with seal and signed
- e) Self attested copy of last one financial years IT Return (2020-21) assessment year 2021-22 with seal and signed.
- f) Tender paper cost in shape of demand draft of RS.6000/-
- g) Bid security declaration
- h) Bank account Number (self cancelled cheque to be attached)
- i) Minimum annual turnover of supplier 50lakhs
- j) Work experience for similar nature of supply order from last 2 year.
- k) As per the Office Memorandum No.8943 dtd.08.03.2021 of Finance Department, Govt of Odisha, the bidders are not required to deposit the Bid Security/ EMD amount during participation but Bid Security Declaration is to be submitted by the Bidders along with the Technical Bid(Annexure-B). The successful bidder submits the SD at the time of agreement.
- l) Bid Declaration Annexure-"A"

**Terms and condition**

Each bidder shall submit only one quotation as per the enclosed Quotation formats.

2. Overwriting / Cutting in the tender papers must be avoided. Each page in the tender paper must be signed by the bidder.
3. The bidder are required to deposit non-refundable Tender paper cost Rs.6000/- (Rupees six thousand)only in shape of Demand Draft in favour of the Block Development Officer, Gudvela payable at SBI, Gudvela, while submitting bid.
4. The successful bidder will have to deposit a performance security Deposit of 3 % of the contract price in the form of Bank Guarantees from any Nationalised Bank drawn in favour of Block Development Officer, Gudvela covering a period of Two (02) years from the date of intimation to the selected bidder with award to supply.
5. The conditional bid shall not be considered and will be rejected in very first instance.
6. Any tender received after the due date and time will be rejected / returned to the sender without opened. The tenders will be received through Regd. Post / Speed Post only.
7. The bidders are to submit their tenders in separate sealed covered envelope for technical bid and financial bid by subscribing "Technical Bid" in Cover "A" and "Financial Bid " in Cover "B" and both covers should be put in third cover which should be subscribed as " Tender for supply of Dual Desk to HST schools of Gudvela Block"



Block Development Officer  
Gudvella

- 8.** The cover "A" (Technical ) bid will be opened in the Conference Hall of the Block Development Officer, Gudvella on 16.01.2023 at 11.00 am. The bidder or his representative may be present at the time of opening of the tender. The authorised representative should show authorisation letter at the time of opening of technical bid.
- 9.** The financial bid of those will be opened only who have technically qualified .the date, time & venue of opening of sealed tender cover "B" (Financial Bid) will be intimated later on the successful bidders through E-mail (Mail address submitted in the tender document/Post).
- 10.** The tender shall valid for a period of 80 days from the last date fixed for receiving the same.
- 11.** Delivery period should be within 20 days from the issue of the supply order. if failed to supply within the time period , the order will be automatically cancelled without further communication.
- 12.** Rate quoted must be inclusive of all taxes and cost of transportation & installation& will be valid for a period of one year from the date of approval.
- 13.** The undersigned reserve the right to place the order in phase manner.
- 14.** The number of items / Materials is subject to change in supply order as per requirement.
- 15.** Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of supply or purchase order may result in rejection of the bidders offer.
- 16.** The bidder must be submit sample & Colour catalogue with specification mentioned in tender document before opening of the Technical Bid for quality verification. The Firm/agency will be considered strictly on the basis of the quality of the sample submitted by bidders which will be evaluated by the BDO level purchase committee. The technical bid of the selected items will be opened. If the stock supplied by the successful bidder does not match with the sample at time of delivery of items, the stock will be rejected and the supplier has to replace the total quantity of the same product at his own cost.
- 17.** The purchaser will evaluate and compare the quotations determine to be substantially responsive i.e which (a) are properly signed and (b) conform to the terms & conditions and specification. The bids would be evaluated for each item separately given in the bidding format.
- 18.** If found that the successful bidder is incompetent to supply the materials within time, in such situation, the proposal may be reviewed for award of the contract to the next qualifying bidder or go for a fresh bid depending on the circumstances & the committee should take decisions thereof .No compensation shall be payable in any form whatsoever to the forfeited firm. In case it is decided to go for the next qualifying bidder, negotiation may be considered to bring down their price that of originally evaluated or lower bidder.

  
Block Development Officer  
Gudvella

19. The bidder should deliver and install the Dual Desk Bench within 30 days from the date of received of purchase order. The bidder should take responsibility of the goods till it reaches the delivery destination, Insurance etc. Shall be arranged by supplier. Bidder shall arrange the road permits or any other document whatever required.
20. The warranty shall be on-site, comprehensive for a period of two years from the date of installation.
21. The authority has right to customized the colour of the Dual Desk Bench. The bidder to supply the Dual Desk Bench as per colour mention in the supply order as per the catalogue supply by the bidder in technical bid.
22. The bidder supply & installed the Dual Desk Bench as per the list of schools enclosed at Annexure-"C". The authority has right to increase/decrease the Nos. of the Dual Desk Bench as per the requirement of the schools.
23. The successful bidder shall not assign or Sub-contract or sub-let the whole or any part of the supply order in any manner.
24. The authority reserve the right to withdraw or relax any of the terms and condition mention above so as to overcome the problem encountered at a later stage. All bidders are advised to periodically check our website for uploading the matter.
25. Any legal dispute arises out of this is subject to Balangir Jurisdiction only.
26. The Block Development Officer, Gudvela reserve the right to accept or reject any or all the tenders without assigning any reason thereof.

  
Block Development Officer,  
Gudvela  
Block Development Officer  
Gudvela

**TECHNICAL BID**

Sl.No	Name of the Bidder	
1	Address of the Bidder	
2	Telephone No of the Bidder	
3	e-mail address of the bidder	
4	Firm /agencies registration No	
5	GST Regd. No.	
6	PAN No. Self ( attested copy & active)	
7	Up to date GST Return certificate)	
8	Last one Financial years IT return (2020-21/Assessment Year (2021-22) enclosed self attested copy	
9	Tender paper cost in shape of demand draft of Rs. 6000/- (mention DD No & amount)	
10	Bid security Declaration	
11	Bank account No (cancelled cheque to be attached)	



I do hereby certify that the above mentioned particular/Information are true to the best of my Knowledge and correct.

Block Development Office  
Gudvella

Full signature of the Bidder

Place:-

With date and seal.

Date-

**FINANCIAL BID**

Sl. No	Name of the Items with specification	Unit (in nos)	Price quoted per unit in Rs. (inclusive all taxes transportation & installation)	Total Price
1	2	3	4	5
1	Dual Desk Bench Set ( Dual desk)			

The bidding price (including all taxes and other charges) is Rs \_\_\_\_\_  
(Rupees \_\_\_\_\_) in word

We agree to supply the above goods in accordance with the technical specification for the amount mention above within a period of 20 days from the receipt of the supply order.

NB: - In case of discrepancy between unit and price and total price, the lowest price among them shall be revealed.

B. we agree with term condition of the tender and also confirmed we will provide the materials / goods as per the standard specification mention document.

I do hereby certified that, the above mentioned particular /Information are true to the best of my knowledge& corrected

Full signature of the Bidder

Place:-

With date and seal.

Date-

**BID DECLARATION**

1. I / We ....., the proprietor /Partner /do declared that I/We am/have competent to sign this declaration and execute this tender document
2. I have carefully read and understood all the terms, condition & specification of the tender and undertake to abide by them.
3. The information / Documents furnished along with the above application are true and authentic to the best of knowledge and belief. I / We are / have well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We do hereby declare that I/We have not been de-recognised /blacklisted by any state Govt. / Govt. Of India / Govt. organisation / Govt. Institution for supply of non-standard quality (NSQ) as asked for or non-supply.
5. I/We do hereby declare that I/we will deliver my work as per the terms, conditions and specification of the tender document and work order.
6. I/We do hereby certify that all C.R sheet and steel Tube are powder coated paint.

Full signature of the Bidder

With date and seal



Block Development Offi  
Gudvella

**Form of Bid Security Declaration**

Name of the works-----

Date-----

Bid identification No.....

To

(Fill up the complete name and address of the Authority/Employer/Tender Inviting Authority)

We, the undersigned declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.
2. We accept that the Authority/Employer/Tender Inviting Authority shall cancel our empanelment and / or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 180 days, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) Have withdrawn out Bid prior to the expiry date of the bid validity specified in the letter of Bid or any extended date provided by us; or
  - (b) Having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us, (i) Failure of use to furnish the Performance Security and Additional Performance Security, if required in accordance ITB/Terms of the Bid Document, or  
(ii) Fail to agree to the decisions of the contract negotiation meeting or  
(iii) Failure refuses to execute the Contract.
3. We understand this Bid Security Declaration shall expire, if we are not the successful Bidder, upon the earlier of your notification of the name of the successful Bidder through award of contract; or after the expiry date of the Bid validity.

Name of the Bidder \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder  
\_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_

- In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder
- Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

*[Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all members to the Joint Venture that submits the Bid]*



Block Development Officer  
Gudvella

**ANNEXURE - "C"**

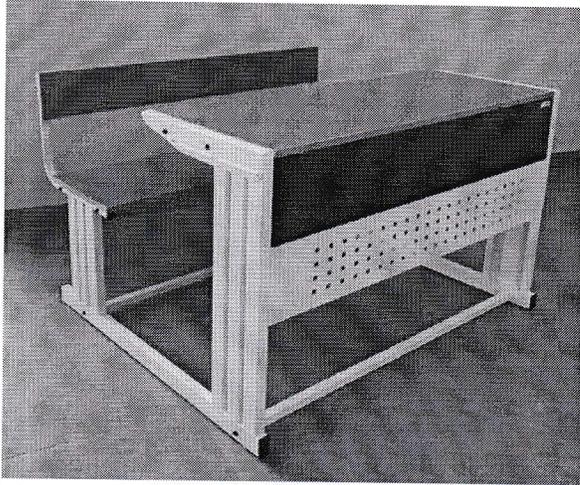
**LIST OF PHASE-III HST SCHOOLS**

S.SI.no.	Name of the Block	SCHOOL CODE	Name of the GP	Name of the School	(Approx) Nos of Dual desk Bench as per enrolment of (IX-X) schools
1	2	3	4	5	6
1	GUDVELA	21240600151	BADANGOMUNDA	BADANGOMUNDA GOPINATH ACADEMY HS	60
2	GUDVELA	21240602001	GHUNA	BAKBAHAL UGHS	40
3	GUDVELA	21240606803	NUAPADA	PANCHAYAT HS NUAPADA	110
4	GUDVELA	21240600951	BIRAMUNDA	DEMUHAN HS	60
5	GUDVELLA		Tusura NAC	Tusura Boys High School, Tusura	60
Total :					330

**Total Estimated cost:- ( Nos of Sets 330 xRs.7500/-=24,75,000/-**

**(Rupees twenty four lakh seventy five thousand) only**

**MODEL PHOTOGRAPH OF THE DUAL DESK BENCH FOR REFERENCE OF THE BIDDER.**



Block Development Officer  
Gudvella