

**Tender Ref. No.: PS BALANGIR/HST/2023-24/02**



**Government of Odisha**

# **TENDER DOCUMENT**

**FOR**

**SUPPLY OF**

**DUAL DESK BENCH**

**PANCHYAT SAMITI OFFICE BALANGIR**

(PR&DW Deptt. Government of Odisha)

Email: [ori-bbolangir@nic.in](mailto:ori-bbolangir@nic.in)

Website: [www.balangir.nic.in](http://www.balangir.nic.in)

  
**Block Development Officer  
Balangir**



## NOTICE INVITING TENDER

GOVERNMENT OF ODISHA

No. 4993 dt 13.11.2023

The Block Development officer on behalf of Governor of Odisha invites sealed tender in Two bid system (Technical & Financial bid in two separate envelopes) from eligible and qualified Original Equipment Manufacturers / Authorized Distributors of OEM/Authorized Dealers for the Supply at site for the Dual Desk Bench.

The details are summarized below:-

a)	Tender number	Reference number for inviting bids through this tender is PS BALANGIR/HST/2023-24/02
b)	Purchaser	The Block Development Officer BALANGIR which is a Government of Odisha under PR&DW Deptt.
c)	Usage of Dual Desk Bench	The purchaser would place the Dual Desk Bench in their educational schools and shall be utilized for imparting teaching
d)	Scope of Tender	Supply of Dual Desk Bench
e)	Specification / Details of Dual Desk Bench	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 in touch with the website for any update in respect of this tender.
g)	Locations of supplies	The Dual Desk Bench(es) is/are proposed to be supplied at educational schools at BALANGIR 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, BALANGIR in between the period between <b>14<sup>th</sup> Nov.2023</b> to <b>2<sup>nd</sup> December 2023</b> (except Holidays) during office hours 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 BALANGIR. Alternatively tender form can be downloaded from our website <a href="http://www.balangir.nic.in">www.balangir.nic.in</a> from <b>14<sup>th</sup> Nov.2023</b> to <b>2<sup>nd</sup> December 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 BALANGIR 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 on or before 2<sup>nd</sup> December 2023.</b> Late bids will be rejected. The Block Development Officer, BALANGIR
l)	Date of opening of Technical Bid (Envelope-1)	<b>The technical bid for the tender shall be opened on 3rd December 2023 at 11:00 AM at the address as under:</b> The Panchayat Samiti Office, BALANGIR Block
m)	Date of opening of Financial Bid (Envelope-2)	<b>The financial bid for the tender shall be opened on 04<sup>TH</sup> December 2023 after completion of the process of Technical Bids</b>

**Note:** In case of any further details required, the same can be collected from the office of the Block Development Officer, BALANGIR from **14<sup>th</sup> Nov.2023** to **2<sup>nd</sup> December 2023** (except Govt. Holidays) during office hours.

- 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.
- The Bid documents will be available in the [www.balangir.nic.in](http://www.balangir.nic.in) from **14<sup>th</sup> Nov.2023** to **2<sup>nd</sup> December 2023**.

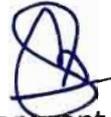
4. **Bid Opening Process** :The Big Envelope where two separate envelopes have been kept shall be opened and firstly the envelope containing technical bid shall be opened and verify at 11.00 Hours on **04.12.2023** in the office of the Block Development Officer, BALANGIR in the presence of bidders who 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 After completion of the process of technical bid on the same day. **The bidder have to be present with the sample on the day of opening of Technical Bid and Financial Bid.**
5. As per the Office Memorandum No.8943 dtd.18.03.2021 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. The successful bidder submit the Bid Security/ EMD 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 Nationalized Bank drawn in favour of Block Development, BALANGIR covering a period of three (03) years from the date of intimation to the bidder with award of supply.**
8. 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.
9. 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.
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 required documents in original within the stipulated time period failing which action shall be taken to blacklisting Agency.
14. If the bidder fails to supply , the amount so furnished as EMD will be forfeited in addition to the other penal clauses, if any, to be imposed.



Block Development Officer,  
Balangir Block

Memo No. 4994 / Dated. 13.11.2023

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. 14.11.2023 to Dt. 02.12.2023 up to 5.30 P.M.

  
Block Development Officer,  
Balangir Block

Memo No. 4995 / Dated. 13.11.2023

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,  
Balangir Block

Memo No. 4996 / Dated. 13.11.2023

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,  
Balangir Block

Memo No. 4997 // Dated. 13.11.2023

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,  
Balangir Block

Memo No. 4998 // Dated. 13.11.2023

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

  
Block Development Officer,  
Balangir Block

Memo No. 4999 // Dated. 13.11.2023

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

  
Block Development Officer,  
Balangir Block

Memo No. 5000 // Dated. 13.11.2023

Copy submitted to the Collector and District Magistrate, Balangiri/ Superintendent of Police, Balangir.

  
Block Development Officer,  
Balangir Block

## INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions, as under.

### 1. Abbreviations:

Throughout this tender documents", the word/ term:

- a) "NTSC" means NSIC-Technical Services Centre
- b) "NSIC" means The National Small Industries Corporation Ltd.
- c) "day" means Calendar day
- d) "working day" means Monday to Friday in week
- e) "tender" means tender number *TENDER NO.: PS BALANGIR/HST/2023-24/02*
- f) "Dual Desk Bench" means the Dual Desk Bench/ equipment/ software/ accessories as detailed at Annexure-A.
- g) If context so requires, "singular" means "plural" and vice versa.
- h) "EMD" means Earnest Money Deposit.
- i) "Purchaser" means The National Small Industries Corporation Ltd
- j) "Bid" means the document and financial details submitted by bidder.
- k) "Bidder" means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers.
- l) "Tenderer" means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers.
- m) "OEM" means Original Equipment Manufacturer

### 2. Eligible Bidder:

- a) The intending Bidder, in case of Original Equipment manufacturers shall submit a self-declaration on their letter-head, along with the Technical Bid, confirming that they are regular in manufacturing & supplying the similar Dual Desk Bench, as asked in this tender, for the last five (05) years.
- b) The original equipment manufacturers shall possess ISO Certificate for their establishment. The copy of the valid ISO Certificate shall be placed with the Technical Bid.
- c) The intending Bidder, in case of Authorized Distributor of OEM / Authorized Dealer of OEM shall possess valid authorized Distributorship / Dealership license from Original Equipment Manufacturers who should have valid ISO Certificate and shall be engaged in regular manufacturing and supply of similar Dual Desk Bench for the last five (05) years. The Bidder shall enclose the copy of the same in Technical bid while submitting the tender.



**Eligibility criteria to participation of Bidder: the bidders should furnish the following document with the Technical Bid:**

- 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 two financial years IT Return (2021-22) and assessment year 2022-23 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" and Annexure-"B"



**3. Location of supplies:**

- a) The details of locations where the Dual Desk Bench(es) supplied through this tender is as under:

Sl. No	Location	Address for supplies
1	Balangir BLOCK	Schools/Colleges/HSS of Balangir Block (List enclosed at <b>ANNEXURE-"F"</b> )

- b) The bidder is free to inspect the location(s) in the premises before submitting the bid under this tender.
- c) It may be noted that the Block Development Officer have full rights to cancel the location for supplies even after calling the offers from bidders but before the issue of supply order to execute the supply by the bidder. The reason for cancellation of supply to any of the locations or all locations would not be disclosed.

**4. Scope of Supplies:**

- a) The Dual Desk Bench shall be supplied in compliance to the specifications mentioned in Annexure- B of the tender.
- b) The specifications of the Dual Desk Bench as mentioned in the Annexure-B are the requirements of tender, however higher specifications of Dual Desk Bench may be considered subject to their cost economics i.e. competitiveness in financial terms for the particular location.
- c) After the supply of Dual Desk Bench as mentioned in the Annexure B, the bidder has to execute its installation & commissioning at the designated site in the location(s). No extra cost shall be paid for this reason.
- d) The bidder shall offer on-site comprehensive warranty of Dual Desk Bench for at least three (03) years from the date of successful commissioning of Dual Desk Bench at the designated location. The purchaser is not liable to pay any extra charges on any account during warranty period.

**5. Delivery**

- a) The purchaser interested for complete delivery of Dual Desk Bench by the bidder within thirty (30) calendar days from the date of issue of supply order. However, the bidders have an option to submit the best delivery time, but in any case the delivery should be before 45 days from the date of issue of supply order by purchaser.
- b) The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of Dual Desk Bench/ equipment.
- c) The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his own name and not in the name of purchaser. The

purchaser will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.

## 6. Tender documents:

- a) The tender document can be collected from the office of the Block Development OFFICER , Balangir Block in between the period from **14<sup>th</sup> Nov.2023** to **2<sup>nd</sup> December 2023** (except holidays) during office hours against payment of Rs. 6000/- (Rupees six Thousand only) (Non-refundable) by way of demand draft, in favour of **Block Development Officer A/c'** payable at Balangir.

Alternatively tender form can be downloaded from our website **www.balangir.nic.in** from **14<sup>th</sup> Nov.2023** to **2<sup>nd</sup> December 2023**. In case the tender downloaded for submission of offer, the tender fee of Rs.6000/- in form of demand draft in favour of **BLOCK DEVELOPMENT OFFICER A/c'** payable at Balangir shall be enclosed with Technical Bid of the tender while submitting the tender.

The other option is to pay Rs. 6000/- by RTGS/NEFT to the bank of purchaser as detailed under:

ACCOUNTNAME	BANK NAME	BANKA/CNO.	IFSC Code
Block Development Officer, Balangir	Axis bank, Balangir	921010029543266	UTIB0000678

The bidder is requested to attach the Bank Statement / RTGS Slip in the Technical Bid, to prove the transfer of payment to the purchaser's Account.

- b) At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum. The prospective bidders are advised to remain in touch with the Website for any update in respect of this tender.

## 7. Authorization for Submission of Tender:

- a) The original and all copies of the bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The written confirmation of authorization (in form of letter on the bidder's letter head) to sign on behalf of the bidder confirming the signature as a person duly authorized to sign should be attached with the technical bid of the tender.
- b) The person signing the tender form or any other documents on behalf of the Bidder shall be deemed to warrant that he has authority to bind the Bidder. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

## 8. Earnest Money & Tender Fees Deposit:

- a) As per the Office Memorandum No.8943 dtd.18.03.2021 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 -"E".

- b) The bid security declaration shall be submitted in the first envelope superscribed as "Technical Bid", for the Dual Desk Bench(s) quoted by the Bidder. The offers without bid security declaration from the Bidders shall be rejected.
- c) **The successful bidder will have to deposited a performance security Deposit of 3 % of the contract price in the form of Bank Guarantees from any Nationalized bank drawn in favour of Block Development officer, Balangir covering a period of three (03) years from the date of intimation to the selected bidder with award to supply.**
- d) In case tender documents downloaded from website, Tender Fee of Rs. 6000/- shall be submitted by way of D.D. drawn in favour of 'BDO, Balangir A/c' along with the Technical Bid of the tender documents. Tender fee is non-refundable. The option for payment by RTGS/NEFT is also available and bank details of purchaser, are as under:

ACCOUNTNAME	BANK NAME	BANKA/CNO.	IFSC Code
Block Development Officer, Balangir	Axis bank, Balangir	921010029543266	UTIB0000678

The bidder is requested to attach the Bank Statement / RTGS Slip in the Technical Bid, to prove the transfer of payment to the purchaser's Account.

- e) EMD and tender Fee submission is exempted for the bidders those having valid registration under Udyog Aadhaar, Single Point Registration Scheme of NSIC and all micro and small enterprises registered with Director of Industries from DIC for the Dual Desk Bench for which this is tender issued. To support this, the self-certified scan copy of such valid registration/ exemption certificate is to be attached with technical bid.
- f) The Purchaser shall not be liable for payment of any interest on EMD.
- g) Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.

#### 9. Special Provision for Micro & Small Enterprises:-

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012. The definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE. Proprietor shall be SC/ST
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

Document to claim benefits shall be enclosed in Technical Bid.

#### 10. Submission of Tender:

- a) The bidder to examine all instructions, forms, terms and specifications in the

tender documents and to furnish with its bid all documents or information as required by bidding document.

- b) The language for all the correspondence and documents related to the tender shall be in English / Hindi / Odia only. Moreover, the printed literature / technical details for the Dual Desk Bench shall also be in English / Hindi.
- c) The tender must be placed in a properly sealed bigger envelope addressed to The Block Development officer, Balangir and the said bigger envelope shall contain two sealed envelopes containing Technical & Financial bids. The bigger envelope must be super-scribed "Tender for the purchase of Dual Desk Bench" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:
 

*Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the Supply of Dual Desk Bench - Technical Bid"*

*Envelope No-2: The said envelope is for Financial bid & shall be super-scribed as "Tender for the Supply of Dual Desk Bench - Financial Bid".*
- d) If both or either of the envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- e) All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.
- f) The Tender shall be dropped in the Tender Box kept for this purpose either at Panchayat Samiti Office, Balangir or Zilla Parishad Office, Balangir
- g) Tenders received in open covers / letters / fax / email will not be considered.

### **11. Financial Bid Submission:**

- a) Bidder shall take into account of all costs including unloading at the location of purchaser, cartage, All taxes & duties etc. for giving delivery of material at site(s) as detailed at Para 3 of "Instructions to the Tenderer" before quoting the rates. In this regard no claim what so ever shall be entertained.
- b) The "Price of Dual Desk Bench before 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, Cost of services to be provided during Comprehensive Warranty of three years.
- c) No extra payment or revision of "Price of Dual Desk Bench all Taxes & Duties" 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.
- d) No representation for the revision of the quoted "Price of Dual Desk Bench all Taxes & Duties" shall be considered till the supplies are completed to the designated location.

### **12. Last date of submission of Tender:**

- a) The tender should reach the office of the Block development officer, Balangir by 02<sup>nd</sup> December 2023 during office hours.

- b) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.
- c) The purchaser shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected and returned unopened to the Bidder.

### 13. Opening of Technical Bid:

- a) The technical bid of tenders will be opened at Panchyat Samiti Office Balangir on **04<sup>th</sup> December at 11.00 AM**. The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender.

### 14. Opening of Financial Bid:

- a) The Financial Bid of only technically qualified bidders will be opened on dt.04.12.2023 after completion of process of technical bid on the same day.

### 15. Evaluation of Bids:

- a) If there is discrepancy between the amount quoted in Financial Bid in the column "Unit Price of Dual Desk Bench including all taxes as applicable and the amount reflected in column "Total price of Dual Desk Benches including all taxes which is the multiplication of quantity offered for supplies with "Unit Price of Dual Desk Bench including all taxes", the "Unit Price of Dual Desk Benches including all taxes" shall prevail. Accordingly the Total price of Dual Desk Benches including all taxes shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.
- e) If the Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.
- f) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.
- g) The Purchaser shall compare the "Unit Price of Dual Desk Bench before Taxes &

Duties" of all the responsive bids to determine the lowest bid for a particular location.

- h) The bidder shall note that they are supposed to put all Taxes & Duties amount in the Financial Bid. However, after the supplies, they have to issue the invoice indicating the Price of Dual desk bench as quoted in the Financial Offer at the time of delivery. The Purchaser shall pay total amount after deduction of tax as applicable which includes the unit price of Dual Desk Bench.

#### **16. Earnest Money Forfeit:**

- a) If any Bidder withdraws his tender before the period of 15 days from the date opening of technical bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- b) The Bid Security Deposit will also be forfeited in following cases:
- i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
  - ii. If the bidder fails to supply the Dual Desk Bench with specifications as mentioned in Annexure -A
- c) If the bidder delays supplies beyond a reasonable time resulting in disruption of project.
- d) Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period. Submission of misleading / contradictory / false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.

The successful bidder does not submit Indemnity Bond within the prescribed time.

#### **17. Notification of Award:**

Prior to the expiry of the period of bid validity, the purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter shall specify the sum that the Purchaser will pay to the bidder in consideration of the supply of Dual Desk Bench with the details of selected location(s).

#### **18. Pre-dispatch Inspection:**

A pre-dispatch inspection by 3<sup>rd</sup> party/ technical team of purchaser may be carried out at bidder's site of manufacturing Dual Desk Benchs. This pre-dispatch inspection will not absolve bidder's responsibility to execute supply in accordance with the tender terms.

#### **19. Delivery Time:**

- a) The bidder shall indicate the period within which the ordered quantity will be supplied. The bidder shall note that in case bidder fails to supply within the period of delivery indicated by the bidder in technical bid of this tender, penalty @1% of value of the order per week of delay would be levied subject to

maximum 4 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD will be forfeited and bidder will be debarred from participation in any future tenders.

- b) The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.

## 20. Payment:

- a) The 80% payment of total bill will be made by the purchaser by crossed account payee cheque / RTGS / NEFT for which the bidder shall send bills in duplicate (original + copy) after Supply & Installation of Dual desk bench , giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of Dual Desk Bench(s), from designated purchaser department. The details about the designated purchaser department who is authorized to take the delivery of Dual Desk bench shall be informed to the successful bidder through the supply order placed for the supply Dual Desk bench.
- b) The 20% payment of total bill will be released to bidder after one month from the date of installation Dual Desk Bench on submission of three (03) years warranty certificate.

**21. 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 Nationalized bank drawn in favour of Block Development officer, Balangir covering a period of three (03) years from the date of intimation to the selected bidder with award to supply.**

## 22. Causes of Rejection of Tender:

- a) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- b) If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected.

## 23. Claims:

- a) If the specification of supplied Dual Desk Bench are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied Dual Desk Bench to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective of the Dual Desk Bench.
- b) The bidder shall be responsible for arranging the rejected Dual Desk Bench to be removed at his cost from purchaser premises.

## 24. Address for communication:

All the communication with respect to the tender shall be addressed to:

The Block Development Officer, Balangir  
Balangir, Odisha  
Pin -767001

**Force Majeure:**

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

**25. Code of Ethics:**

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling or against law against fraud and corruption then their firms may be blacklisted.

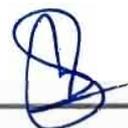
**26. Jurisdiction:**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Balangir Court only.

*We confirm with our acceptance to the instructions (S.No-1 to 26 above) as given above.*

**BIDDER'S NAME & SIGNATURE WITH SEAL**

*These duly signed "Instructions to the Tenders" as under shall be attached with technical bid of the tender as a mark of acceptance of bidder and any tender not confirming the instructions as under is liable to be rejected.*



**Details of requirements and technical specifications of Dual Desk Bench**

Sl. No	Name of the Items	Approximate Quantity (in nos)	Specification
01	Dual Desk Bench	1261 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 (<b>minimum top 9" &amp; bottom 9" without gap</b>)</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	<b>Dimension</b>		<p><b>Dimension</b></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. The price should be quoted in Indian Rupees only.



**(Undertaking from Bidder on their official stationery)**

To,

The Block Development Officer,  
Balangir  
Balangir, Odisha  
Pin -767001

Sir,

Subject: Undertaking for the participation in the tender No.PS BALANGIR/HST/2023-24/02 due for opening of technical bid on 04<sup>th</sup> December 2023.

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instruction To The Tenderer
3. Technical Specifications of Dual Desk Bench (Annexure-A)
4. Annexure – C (Technical Bid)
5. Annexure – D (Financial Bid)

I / We .....do hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I / We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location(s) of purchaser including the scope and nature of duties expected from the Bidder.

I / We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I / We declare that our unit has never made any default in supplying the Dual Desk Bench/ equipment to Government / Semi Government/ Central or State Public sector enterprise(s) in terms of quality and financial agreed supply conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

.....  
.....

I/We fully understand the terms and conditions in the tender documents.

I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of.....2023  
Signatory

Authorized

Seal:



**ANNEXURE-C****FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID**

1. **Tender Ref. No:** TENDER NO.: PS BALANGIR/HST/2023-24/02
2. **Name of Bidder:** .....
3. **Complete office address of Bidder:** .....
4. **Tender fee payment details** (if tender document downloaded from website)  
Details of DD/RTGS/NEFT by which tender fee paid.....
5. **Confirmation of acceptance of Technical Specifications for the supply of Dual Desk Bench:**

#	Technical Specifications	Acceptance to the Specification as placed at Annexure-A and agreed to supply with required Quantity (write YES/ NO only)	If marked "NO" in the column before, specify the deviation in specification of the Dual Desk Bench offered for the supply.
1	Made with 0.8mm thick CR Sheet		
2	Stiffeners made with 25x25 mm square tube of 1 mm wall thickness.		
3	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		
4	Front Modesty panels & bottom shelf made with 0.8mm thick CR sheet ( <b>minimum top 9" &amp; bottom 9"</b> without gap )		
5	MS frame duly powder coated		
6	Desk top made with 17mm thick Prelam MDF with 0.8mm PVC edge binding on all sides.		
7	Front Modesty panels & bottom shelf made with 0.8mm thick CR sheet.		
8	All edge are to be finished with edge bending of minimum 1.3mm thick PVC tape.		
9	<b>Tube End Caps</b> - All end of the MS tube and Base to be fixed with plastic caps.		

<b>10</b>	<b>Dimension</b>	<ul style="list-style-type: none"> <li>➤ <u>TOP SIZE :-</u> <u>MINIMUM 42"X14"</u></li> <li>➤ <u>WIDTH OF SEAT -</u> <u>Minimum 11"</u></li> <li>➤ <u>WIDTH OF BACK</u> <u>UPPER PARTS -6"</u></li> <li>➤ <u>DESK Height : 30"</u></li> <li>➤ <u>SEAT HEIGHT -18"</u></li> </ul>	
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### 6. Confirmation for supply to the location:

#	Details	Location
		Balangir Block HST schools
1	Tentative quantity required at location	1261
2	Consent to supply: (write YES/ NO only in the cells placed under each location)	

7. **EMD** – 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.
8. 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 Nationalized bank drawn in favour of Block Development officer, Balangir covering a period of three **(03) years** from the date of intimation to the selected bidder with award to supply.
9. **PAN of bidder** (self-attested copy to be enclosed in Technical Bid).
10. **GST Registration Number of bidder** (self-attested copy to be enclosed in Technical Bid)
11. **Delivery period after receipt of supply order from purchaser:** *(The purchaser interested for complete delivery of Dual Desk Bench by the bidder within thirty (30) calendar days from the date of issue of supply order. However, the bidders have an option to submit the best delivery time, but in any case the delivery should be before 45 days from the date of issue of supply order by purchaser. Delivery to be completed in number of days ..... (Calendar Days In figure) ..... (Calendar Days in words) for delivery from the date of issue of supply order by purchaser.*
12. **Details of address with contact details from where the bidder planned to offer After Sales Services during the Warranty & after warranty Maintenance period :**

Bidder address	Locations
	BALANGIR
Details of address of bidder for rendering AfterSales Services	

**13. Details of address with contact details for at least three years (03) purchaser to whom the bidder supplied similar Dual Desk Bench in the last five years(05) shall be in operations to the satisfaction of buyer for the last three (03) years:** *The format for submission of details for at least three purchaser are as under: (the bidder can furnish details of even more than three purchaser)*

- a. Address of Purchaser with contact details (email and phone no.): .....
- b. Details of order for supply placed to bidder: .....
- c. Description and quantity of ordered equipment: .....
- d. Value of order in rupees: .....
- e. Date of completion of delivery: .....

***(The purchaser shall have liberty to contact any or all of purchaser to assess the performance of Dual Desk Bench supplied by bidder)***

**14. Documents - Details to be enclosed with the Technical bid by bidder are as under:**

- a) In case the bidder is Original Equipment Manufacturer, the bidder to submit a self-declaration on their letter-head, confirming that they are regular in manufacturing & supplying the Dual Desk Bench as asked in this tender, for the last Five (05) years.
- b) In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach self-certified valid authorized Distributorship / Dealership license from Original Equipment Manufacturer who should have valid ISO Certificate and shall be engaged in regular manufacturing and supply of similar Dual Desk Bench for the last Five (05) years.
- c) The original Equipment Manufacturer shall attach the self-certified copy of valid ISO Certificate for their establishment.
- d) In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach the self-certified copy of valid ISO Certificate of their OEM.
- e) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 11 of this tender) shall be submitted with Technical Bid.
- f) Undertaking as per annexure-B on official stationery.
- g) Duly signed all pages of "Instructions to Tenderers" of the tender document as a mark of acceptance.
- h) The letters substantiating performance from at least three (03) other purchasers, to whom, the similar Dual Desk Bench supplied by the bidder in last two (02) years, and performance of the Dual Desk Bench are satisfactory.
- i) Technical Literature of the Dual Desk Bench with particular reference to the

model of Dual Desk Bench proposed to supply against this tender along with reference of website to assess the further features.

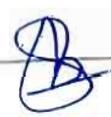
- j) Authorization letter in favor of personnel to sign the tender behalf of bidder.
- k) Self-certified copy of valid certificate for claiming EMD exemption.
- l) Self-certified copy of valid certificate for claiming Tender Fee exemption.
- m) Self-attested copy of valid GST registration.
- n) Self-attested copy of valid PAN.
- o) The Bidders shall furnish complete Technical details of Dual Desk Bench with datasheet for offered model to supply through the participation of this tender.
- p) To submit all supporting information with respect to the technical data, drawings or booklets of product. Any product brief, test certificates available may be enclosed.

I/We as bidder certify that:

- a. The tender shall remain valid for acceptance for 30 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer services for **three (03)** years onsite comprehensive warranty on the Dual Desk Benches supplied through this tender.
- c. No price of any Dual Desk Bench shall be given in Technical Bid.
- d. Units should certify that all consumables, electrical and electronic parts of the Dual Desk Bench conform to national/ international standard(s).

Name & Signature of the authorized bidder with stamp Contact details of authorized person of bidder who have signed the tender.

Name.....  
Designation.....  
Phone (office).....  
Phone (Mobile).....  
E mail.....



**ANNEXURE – "D"****FORMAT FOR SUBMISSION OF FINANCIAL BID**

1. Tender Ref. No: *TENDER NO.: PS BALANGIR/HST/2023-24/02*
2. Name of the Bidder: .....
3. The financial offer to execute the supply as per the tender:

**a. Supply of Dual Desk Bench to Balangir location:**

#	Details	Unit (in nos.)	Price quoted per unit in Rs. (inclusive all taxes, transportation & installation)	Total Price
	1	2	3	4
a.	Dual Desk Bench set	1261		

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 30 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

Name.....

Designation.....

Phone (office).....

Phone (Mobile).....

E mail.....



**Form of Bid Security Declaration**

Name of the works-----  
Date-----  
Bid identification No.....

To

The Block Development Officer,  
Balangir

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 refuse 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]*

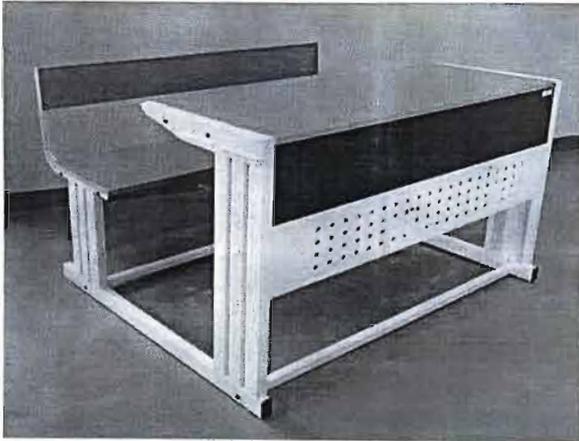
**ANNEXURE - "F"****LIST OF HST SCHOOLS/DEGREE and COLLEGES/HSS OF BALANGIR BLOCK**

Sl.no.	Name of the Block	Name of the GP	Name of the School	No.s of Dual Desk Bench
1	2	3	4	5
1	Bolangir	Chikalbahal	CHIKALBAHAL UGHS	40
2	Bolangir	Barapudgia	KARLAPITA UGHS	44
3	Bolangir	Baidipali	BARGAON PHS	48
4	Bolangir	Mayabarha	GARIAN HS	38
5	Bolangir	Khaliapali	KHALIAPALI BANSIDHAR HS	52
6	Bolangir	Sakma	SAKMA PANCHAYAT HS	75
7	Bolangir	Sikachhida	SINKHAMAN M.G HS	46
8	Bolangir	Bolangir HQ	NABAJIVAN BIDYAPITHA HS	68
9	Bolangir	Bolangir HQ	THIKADARPADA GIRLS HS	40
10	Bolangir	Sahajbahal	Jagannath (Degree) College, Sahajbahal	75
11	Bolangir	Chandanbhati	Sudam Charan (Degree) College, Chandabhati	36
12	Bolangir	Kutumdola	Amar Jyoti Higher Secondary School, Kutumdola	36
13	Bolangir	Kudasingha	Budhanagar Higher Secondary School, Kudasingha	97
14	Bolangir	Sahajbahal	Gopinath Higher Secondary School, Sahajbahal	36
15	Bolangir	Chudapali	Government (SSD) Higher Secondary School, Chudapali	82
16	Bolangir	Shibtala	Panchayat Higher Secondary School, Shibatala	36
17	Bolangir	Chandanbhati	Sudam Charan Higher Secondary School, Chandanbhati	36
18	Bolangir	Bolangir HQ	Government (Degree) College, Bolangir	93
19	Bolangir	Bolangir HQ	Bidyabhusan Sanskrit Higher Secondary School	63
20	Bolangir	Bolangir HQ	Government Higher Secondary School, Bolangir	70
21	Bolangir	Bolangir HQ	Government Vocational Higher Secondary School, Bolangir	15
22	Bolangir	Bolangir HQ	Government Womens Higher Secondary School Bolangir	135
			<b>Total</b>	<b>1261</b>

**Approximate Estimated Cost : 1261 Units x Rs.6500.00 = Rs.81,96,500.00  
(Rupees Eighty one lakhs Ninety Six thousand five hundred)only**



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



A handwritten signature or mark in blue ink, consisting of a stylized, circular shape with internal lines.