

OFFICE OF THE PANCHAYAT SAMITI, JAJPUR
Email:-ori-bjajpur@gramsat.nic.in
Tel/fax:-06728-222011

DETAIL TENDER CALL NOTICE

Notice No. 247

dated 16.01.2019

The Panchayat Samiti, Jajpur invites sealed Limited tenders in double cover system on behalf of Governor of Odisha from reputed Indian Manufacturers/ Suppliers /Authorised Agencies/ Authorised Dealers / Suppliers registered in Govt. e-market for supply and installation of "Various Furniture Items / Office Gadgets at DPRC Building, Jajpur". The brand and specification of materials are in Annexure-"A".

Terms and Conditions :

- 1. Cost of Tender Paper :** The tender specifications can be obtained from Panchayat Samiti Office, Jajpur on payment towards cost of the tender papers of Rs.400/- (Rupees four hundred) only for the Furniture & Fixture items and Rs.500/- (Rupees five hundred) only for the Electrical & Electronics (Non-refundable) in shape of hard cash on any working day from 16.01.2019 to 31. 01.2019 for the above works.
- 2. Sale of Tender Papers :** The tender documents will be sold from 16.01.2019 (10.00 A.M.) to 31.01.2019 (5.00 P.M.) at Panchayat Samiti Office Jajpur. The bid document can be downloaded from the official web site of District (<http://www.jajpur.nic.in>). In case of downloaded bid document, the cost of bid document should be attached with the bid in shape of bank draft.
- 3. Date of receipt and mode of submission of Tender Papers :** The tenderers have to submit sealed tender papers in complete shape (double cover system) through Registered Post /Speed Post / Courier Service only to the B.D.O., Jajpur in his official postal address. There should be a separate tender for Furniture & Fixture items and Electrical & Electronics. The last date of receipt of tender papers is 31.01.2019 (5.00 PM). The undersigned will not be responsible for postal delay if any or non-receipt of the papers in time. The tenderers must superscribe the name of the supplies/installation on the sealed envelopes.
- 4. Date of Opening of Tender Paper:** The tender papers shall be opened on 01.02.2019 at 11.30 A.M. in the presence of the tenderers or their authorized representatives having written authorization for the purpose and the tender committee. If the above stated opening or closing date (s) happens to be Govt. Holiday(s) / Bandh, the submission /opening of the tender will be on the next working day as per the time scheduled.
- 5. Earnest money deposit:** The E.M.D. for Furniture & Fixture items is Rs.40,000/- (Rupees forty thousand) and Rs.50,000/- (Rupees fifty thousand). The E.M.D. is to be deposited in shape of bank draft/ Post Office short term deposit/ bank term deposit/N.S.C./KVP/Deposit receipt of any nationalized bank. The Tender Papers without required amount of E.M.D. will not be considered and transfer or adjustment of E.M.D. is not also admissible. The EMD should normally to remaining valid for a period of 45 days beyond the final bid validity period. Please mention the item name & no of the tender, your company name and address in the back side of the ENID draft for our reference. The EMD to the unsuccessful Bidder (s) /Vendor(s) will be returned to them at the earliest (within 30 days) after expiry of the final bid validity or latest on or before the 30th day of the award of the contract or order whichever is earlier without any interest. The earnest money of the successful Bidder /Vendor will

- be returned to them without any interest after expiry of warranty period. Bidder(s) /Vendor(s) exempted from applying EMD shall have to furnish the related valid documents for such exemption.
6. **Exemption from EMD:** Firms registered with NSIC and Central Public Sector Enterprises (PSE) who are exempted from payment of EMD are allowed exemption from payment of EMD/SD if the product being quoted is actually manufactured by them and the product is registered With these agencies . Firms registered with these agencies selling products of other companies and not manufacturing the products being quoted by them are not allowed exemption from. To avail EMD exemption, the firms should submit a legible photocopy of valid Registration with self attestation.
 7. **Certificate.** Registration certificate should be valid as on date of tender. Photocopy of application for registration as NSIC or for renewal of NSIC will not be acceptable. Such offers will be treated as offers received without ENID. EMD exemption document (as specified above) should be deposited by tender due date and time with the tender Registration with Govt. e-market will not entitle the tender to claim exemption from payment of EM D.
 8. **Document to be attached:** The following documents should be furnished with the tender papers failing which the tender will be liable to rejection.
 - a) E.M.D. document,
 - b) Attested copy of Registration Certificate,
 - c) Attested copy of PAN card.
 - d) valid up-to-date ITCC, STCC, PAN Card and GSTIN, GST Certificate. Sales tax/Service Tax / VAT returns / ITR for last 3 years. Enclose your Income tax and sales Tax clearance certificate. In case you are charging excise duty, please submit a copy of the excise license issued in your favour. It may please be noted that this Office is exempted for paying of Customs Duty/ Excise Duty (as per custom rule, only concessional custom duty will be charged) by DSIR, Govt of India. So please send your quote without adding extra Customs Duty/ Excise Duty. If selected, then the supplier has to submit every document needed by this Office as per Govt. Rule for payment.
 9. **Additional Performance Security Deposit:** Additional performance security shall be deposited by the successful bidder, where the bid amount is seriously unbalanced i.e. less than the estimated cost by more than 10%, in such case/event the successful bidder will deposit the A.P.S.D amount to the extent of the differential cost of the bid amount and in shape of Post Office Short term deposit/N.S.C./K.V.P./Deposit receipt of any Bank duly pledged in favour of Block Development Officer, Jajpur during the drawl of agreement.
 10. **Forfeiture:** The E.M.D. amount will be forfeited, if the tenderer backs out from the offer of acceptance of tender or Bidder withdraws, modifies, revises, deviates from its bid or any of the terms and conditions of this tender enquiry document during the period of bid validity specified by the Bidder on the Bid Form, by the competent authority.
 11. Submission of more than one tender paper by a bidder for a single supply will be liable for rejection of all such tender papers.
 12. On review of the last performance of the works executed through B.D.O., Jajpur previously, the lowest- 1 tenderer may/may not be considered for the works, though he/she becomes lowest -1 tenderer.

13. The Suppliers who have failed to supply Furniture Items / Office Gadgets of this agency/backed out from execution process/abandoned the project work midway/those who have been declared by this agency to be the defaulters otherwise will not be allowed to participate in the present tender process. If any of such suppliers participates then his/her papers will not be considered at all.
14. The undersigned reserves the right either to reject any or all tenders or cancel the entire process without assigning the reason thereof.
15. The Block Development Officer, Jaipur has the right to order or not to order any number and quantity of any such articles. The B.D.O, Jaipur also has right to divide / split the total order of an item among more than one party. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this bidding document;. However, where the lowest acceptable bidder, against ad hoc requirement. Is not in a position to supply the full quantity required, the remaining quantity as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder. Decision of the B.D.O, Jaipur will be final and binding on all vendors / bidders. Priority Of selection will be given to those firms who have quoted for all items of this tender with required specification. The Block Office, Jaipur may purchase whole items as a single unit from the lowest quoted technically qualified bidder or may decide among different technically qualified bidders quoted lowest for different items, if needed. Hence please quote your lowest possible rates for each items of the tender.
- 16 The total cost of the materials along with fixing / labour charges if any should be mentioned. Inspection methods and quality control standards.
- 17 Manufacturer's name, make, model catalogue / part No/ Code no., process etc of each item if any should be clearly mentioned. If imported, the name address, phone, fax and e-mail (if any) of the Beneficiary / Manufacturer and authorized Indian agent (if you are a sub-agent) should be mentioned,
- 18 Document supporting both past and present status of both the Manufacturer and supplier should be enclosed Authorization Certificate Of the concerned company in your favour (or in favour of your firm through your principal dealer if you are a sub-agent) to sell / service/ giving Annual maintenance Service for the above items(s) should be enclosed along with the tender: otherwise the same will be rejected. If you are a sub-agent a principal dealer of the main company, then a letter from the principal dealer for giving direct service /AMC to this office by them should be enclosed otherwise your tender (s) / quotations(s) will be rejected. Valid proofs of any orders received from various Govt / Semi-Govt / P.S.U etc. For the same furniture. The satisfactory supply and installation certificate duly issued by the competent authority of the said organizations should be enclosed with the tender. Other than the rates quoted by the firms, priority of selection will be given on basis of these credential certificates.
- 19 Payment will be made within thirty working days after successful fixing /installation and satisfactory performance. No advance payment can be made for supply of the above items.
20. Technical literatures, brochures etc. supporting the above specifications or facilities. The bidders / Vendors are requested to highlight / underline the specification in the technical Brochure as per the specification wanted by the Office. The tenderer should submit all relevant drawings & sketches of each product separately in line with specifications along with the bid. Brochure / Technical literature containing the

- detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.
21. Any freebies to be supplied with the article should be clearly mentioned.
 22. Service facility beyond guarantee / warranty period i.e. after sales service condition / Annual Maintenance Contract may be indicated clearly including the cost of such service and name of the firm, their financial position and past performance who will give the same service.
 23. Opening and Evaluation of Bids
 - (i) The Purchaser will open all Bids, in the presence of Purchase Committee members and Bidders' representatives who choose to attend, as per the schedule given in bid details. The Bidder' representatives who are present shall sign the tender opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.
 - (ii) During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and response shall be in writing and no change in prices or substance of the bid shall be sought, ordered or permitted.
 - (iii) Preliminary Examination: the Purchaser will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from suppliers, without proper Authorization from the manufactures shall be treated as non-responsive and rejected.
 - (iv) Arithmetical errors in the financial bids will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between the price quoted in words and figures, the rate quoted in words will be taken as final and shall be binding on the agency.
 - (v) The Purchaser may waive any minor informality, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.
 - (vi) Prior to the detail evaluation, the Purchaser will determine the substantial responsiveness of each bid of the bidding documents. For purpose of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservation to critical provisions such as those concerning Bid Security / Performance Security , Warranty, Force Majeure, Applicable law and Taxes & Duties, etc., will be deemed to be a material deviation.
 - (vii) If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
 - 25 Contacting the Purchaser. No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the purchaser, it should do so in writing. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidders bid and forfeiture of the EMD without prejudice to any other action against such bidder as deemed fit by the Purchaser.

- 26 Liquidated damages/Penalty: the date of delivery mentioned in any Office order should be strictly adhered to otherwise, the B.D.O, Jajpur reserves the right not to accept the delivery in part or full and to claim the liquidated damages/ Penalty at 1% per week or part thereof subject to a maximum of 10% of the total value of the supply order which may be deducted from the final bill.
- 27 Partial shipment: **Not permitted.**
- 28 If supply is not completed within the stipulated period and no extension at the period of supply is applied for and granted this office reserves the right to make purchase from any other sources without sending any intimation of cancellation of the order placed with the vendors. If the tender(s) fail to execute the order(s) within the time period, as indicated in the tender for supplies or as mutually agreed to the order will be cancelled. They will also be liable for all damages sustained by the Office for non supply including the liability to pay any difference between the prices accepted by him and those ultimately paid by the office for the articles otherwise the firm will be black-listed from the office purchases. B.D.O, Jajpur will assess such damages and his decision in the matter will be final.
- 29 The contract for supply cannot be sublet without the permission of the B.D.O, Jajpur, The article supplied and installed should strictly confirm to the specification, grades etc, quoted by the firm or to the samples supplied by the firm and accepted by this Office, If any of the articles supplied by the tendered are found to be bad or unsound, un-merchantable, inferior in quality, or not in accordance with the description or otherwise faulty for unfit for use or unwholesome, the price or prices, of such article incomplete tenders/ tenders without required documents will be rejected. Tenders submitted after the closing date and time will not be entertained.
- 30 Any cheating or forgery found at any moment, the B.D.O, Jajpur has the right to forfeit the EMD or Security Money and empowered to take legal action as deemed fit.
- 31 Please note that the items should be supplied and installed within 30 days from the date of order, failing which the order will be automatically stood as cancelled and the EMD/Security deposit will be forfeited,
- 32 In the event of the any dispute or difference(s) between the vendee Panchayat Samiti, Jajpur and Vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the B.D.O, Jajpur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties. The place of arbitration and language to be used in arbitral proceedings shall be decided by the arbitrator. All disputes shall be subject to Jajpur head quarters Jurisdiction only.
- 33 No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
- 34 The Court situated at Jajpur Town shall have jurisdiction to decide any dispute or litigation if arises in future beyond the above mentioned rules and regulations. The resultant contract will be interpreted under Indian law.

Scope of Work (Basis of Work & Quality Assurance)

- A. Supply and Installation of Furniture Items / Office Gadgets. This includes delivery to DPRC Building, Jajpur Panchayat Samiti including loading & unloading of consignment and transporting it from the place of storage to the installation site.

- B. Removal Of debris, dirt and rubbish accumulated as a result of installation / commissioning of Furniture Items / Office Gadgets and leaving the premises broom clean and orderly.
- C. Participation in the quotation process has to clarify any deviation to the specified design of furniture or office gadgets. Without such clarifications, sealed quotations to Block Office, Jajpur will not be constricted as being in total conformance to the requirements of the specifications
- D. The selected manufacturer must warrant for a minimum period of one-year starting (date of acceptance of the goods or occupancy, whichever comes first) that all products sold under the contract referenced above shall be free from defects in material and workmanship. The supplier should also replace the damaged parts either during transit or installation
- E. Under standard office working conditions, the furniture supplied and part thereof are expected to be corrosion free for minimum five years from the date of installation
- F. The suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance about the product (As per Annexure-B) which they have supplied to Govt. office above Rs.5.00 lakhs at once. Without these documents the tender may be rejected by this Office.
- G. The tender documents should be completed in all respects giving full details of the furniture models being quoted against each parameter, as given in tender. Merely writing yes/no will not suffice. The manufacturer has to mention additional features/deviations if any form technical specifications in remarks column.
- H. The tender document not proving desired details or not meeting technical specification in toto is liable to be rejected at sole discretion of this Office i.e. Panchayat Samiti, Jajpur.
- I. The manufacturing date of furniture should not be older than six months from the date of purchase order. Old stocks must not be supplied.
- J. The responsibility of any damage caused during transit will solely lie with vendor. Vendor has to replace damaged parts if any maximum within 15 days of notice given by this Office.
- K. Any deviations in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the purchase order and demonstrate at the their own cost.


16/01/19


16/01/19
Block Development officer,
Jajpur.

Memo No. 248

Dated 16.01.2019

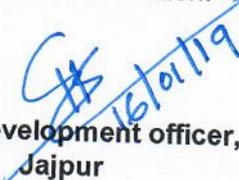
Copy forwarded to the DIO,NIC Jajpur for information and necessary action.
He is requested to host the tender notice in the District websire..


**Block Development officer,
Jajpur**

Memo No. 249

Dated 16.01.2019

Copy submitted to the Collector, Jajpur/ PD,DRDA, Jajpur for information.


**Block Development officer,
Jajpur**

FURNITURE & FIXTURE

LIST OF FURNITURE

ANNEXURE-A

.SI No	Name of the Item	Company / Brand	Specification
1	Office Table	Godrej	Trident / Simple/ T-104
2	Office Chair	Godrej	PCH-7112R
3	Reception Table	Godrej	First Impression
4	Dining Table (Steel frame)	Godrej / Other	Normal
5	Public Seating Chair	Godrej	Matrix / Perch / Air
6	Dining Chair without arms (Steel frame)	Godrej / Other	
7	Training Room Chair with Table	Godrej	7004 with desklet
8	Office Almira (Plain without locker)	Godrej	Store well Plane / Kid Plain (Size:- 6ft / 6.5ft)
6	Single Cot with head board (97.3 X 205 X 41.2)	Godrej / EPM	EQ / other
7	Single bed Matress (5")	Godrej / Kurl on	Swing / other
8	Bedsheet (single)	Godrej / Others	
9	Pillow with cover	Godrej / Kurl on	Apollo / Other
10	Podium	Godrej / Other	
11	Personal Locker Unit (Single)	Godrej	
12	Plastic Chair	Nilkamal	
13	Iron Rack / Steel Rack	Godrej / Other	6' X 2' X 3.5'

ELECTRICALS / ELECTRONICS ITEMS

1	Air Conditioner with required stablizer	VOLTAS / Lolyed	02 / 1.5Tonne split AC copper binding (5 star)
2	LED TV (42 " inch)	LG / Sony	Ultra HD
3	Cable connection	Tata Sky	Normal Pack
4	Desktop Computer	HP	Configuration: 7 th generation, Intel Core i5-7500 (RAM 4GB DDR4, Operating system: Microsoft Windows 10 (Licensee Version), 1TB 7200 rpm SATA hard Disc, LED Monitor (21.5) with preloaded quickheal total security antivirus for 1year. Warranty 3yrs.
5	Laptop	HP	Laptop Intel Core i5- 4GB Ram, 1TB hard Disc, Window-10, LCD Screen 15.6
6	Printer	Epson	M-205, (B/W)
7	Internet facility and Wi-Fi	Jio	JioFi-02
8	Pointer	Longitech	Wireless presenter R400
9	Cardless calling Bell	Cona	
10	Inverter with Battery	Luminous	2KVA / 220VA
11	Chord less Mike with PA Microphone Stand	Ahuja	AUD-IOIXLR, AFS-201

12	Public Address System with recording facility set with instalation & commissioning Charges	Ahuja	SSA 250 M, 250Wt
13	Table Micro Phone set	Ahuja	CWM 400V
14	Wireless microphone	Ahuja	AWM-520V2
15	Pocket Cordless Microphone	Ahuja	AWM-520VL
16	Speaker (Wall Hanging)	Ahuja	10W
17	Water Purifier (10ltrs capacity)	Aquaguard	RO + UV
18	Biometric Attendance System	Secureye	S-B100cb
19	Intercom System set with receiver	EPABX (Matrix) / BETEL	32 / 64 Port
20	Projector with 20mtr VGA Cable	Epson / Ahuja	
21	Digital remot Screen for Projector		5" x 7"
22	Refrigerator-300ltrs (Double Door)	Godrej	
23	Wall Clock	Ajanta	
24	CCTV-Camera	CP Plus / Dahua	Dome IP Camera 2.0 / 4.0 Megapixel HD lens) 20-50 Mtrs (minimum) Distance
25	CCTV-Camera	CP Plus / Dahua	Bullet IP Camera 2.0/ 4.0Megapixel IR 40-50 Mtrs (minimum) Distance
26	CCTV NVR with instalation & commissioning Charges	CP Plus / Dahua	NVR 16 / 32. Per SATA 4TB / 6TB for each, HDMI & VGA , Audio with mobile networking.
27	CCTV Hard Disk with instalation & commissioning Charges.	Toshiba / Ceagate	2TB / 4TB / 6TB
28	Cable for connection of CCTV	D-Link	Cat 6 (Per Mtr)
29	DG Set with instalation & commissioning Charges.	Kirloskar	62KVA,

[Handwritten Signature]
7/6/01/19

[Handwritten Signature]