

COLLECTORATE : JAJPUR

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(ST & SC Dev. Section)

No. 16091 / Date. 18.11.2020

Short Tender Call Notice

Sealed quotations in plain papers / letter pads are invited from the intending Registered Firms / Authorized Distributors / Dealers located at Jajpur District having valid TIN/SRIN with Registration Certificate under GST and Income Tax Clearance Certificate for supply of stationary items as follows.

Sl. No.	Name of the Item	Specification	Quantity Required	Rate (in Rs.)
1	Art Kit (Doms) (1 set for each students)	Water color pens (12 nos.), Neon rubber tipped Graphite Pencil (1 no), Bi Colour pencils-16 Assorted shades (8nos), Bi Colour Crayons-24 Assorted shades (12nos), Jumbo Oil Pastels (12nos), Plastic Crayons (12nos), Sports car Eraser (1no), Sharpener (1no), Drawing book (1no)	125 set	Rs. 350/- per set
2	Chart Sheet (5 nos for each students)	A3	625 sheets	Rs. 09/- per sheet

The quoted price will be valid for one year. The quotationers should quote the price for above stationary article including GST rate. The copies of valid GST Registration Certificate and Income Tax Clearance Certificate with Pan Card should be furnished in their quotation. The Quotationers should deposit the Earnest money of Rs. 5,000/- (Rupees Five Thousand) only in shape of account payee bank draft payable at Jajpur in favour of the Principal, Ekalavya Model Residential School, Rampilo, which will be refunded to the quotationers whose quotations are not accepted.

The closed envelope for quotation super scribed with “APPLICATION FOR SUPPLY OF ART KIT & CHART SHEET FOR EMRS, RAMPILO” must reach District Welfare Office, Jajpur AT-Collectorate, P.O/P.S/District- Jajpur, PIN-755001 on or before 26.11.2020 by 05.00 PM through Registered/ Speed Post.

The quotations will be opened on 26.11.2020 in the Office Chamber of ADM (Gen), Jajpur after 5PM in presence of the Tender Committee Members and quotationers or their authorized representatives.

The quotation received in incomplete shape or after the scheduled date & time shall be summarily rejected. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.

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18/11/2020

Additional District Magistrate (Gen),
Jajpur.

TERMS & CONDITIONS FOR SHORT TENDER CALL NOTICE

The tender should be submitted following terms & conditions specified here under:

ELIGIBILITY

In support of eligibility a Supplier must qualify the following characteristics

1. It must have PAN, TIN NO / SRIN with Registration Certificate under GST.
2. It must have updated Income tax and GST clearance certificate.
3. It should be having good track record and should have not been blacklisted by any State Govt. or Central Govt. agency.
4. Funds of Rs. 350/- (Rupees Three hundred fifty) only each art kit & Rs. 9/- per sheet (Rupees Nine) only for chart sheet including GST & transportation charges to EMRS, Rampilo, Jajpur.

Necessary Documents to be submitted

In support of eligibility a Supplier must qualify the following characteristics

- a) Copy of PAN, TIN No. / SRIN with Registration Certificate under GST
- b) Copy of the updated Income Tax and GST clearance certificate.
- c) Affidavit of non-inclusion in the Blacklist (Annexure-III)
- d) Photo copy of Bank Pass Book of supplier agency
- e) Annexure-I Check list of the documents submitted
- f) Annexure-II undertaking letter
- g) Annexure-III Affidavit
- h) An EMD of Rs. 5000/- (Rupees Five thousand) only in shape of Bank Account Payable at Jajpur in favour of DWO, Jajpur for EMRS, Rampilo.
- i) Any other supporting document if necessary.

The Technical Proposal and Financial proposal should be covered in separate envelopes super scribing "Technical Bid" and "Financial Bid" respectively. The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another sealed envelope clearly marked with caption "APPLICATION FOR SUPPLY OF ART KIT & CHART SHEET TO EMRS, RAMPILO" and should be addressed to The District Welfare Officer, Jajpur.

The Proposal should be filled by the Supplier in English Language only.

The Tender Document can be downloaded from the website www.jajpur.nic.in

The Bids qualifying the eligibility criteria and complete in respect to the availability of the documents will be considered for Financial Evaluation. The bidder quoting the lowest price shall be considered for award of contract.

The District Collector will constitute the "Tender Committee" to finalize the tender paper.

The Authority reserves the right to reject the Short Tender Call Notice without assigning any reason thereof. The engagement of supplier can be terminated by the District Authorities if the supplying items are not satisfactory.

The supplier must abide by the guidelines of the and instructions from the Govt.

The supplier participating in the tender process shall produce all documents in original before the Tender Committee Members for EMRS, Rampilo on the date of opening of the tender.

CHECK LIST

Please check whether the following have been enclosed in the respective cover

- | | | |
|----|---|----------|
| 1. | Copy of PAN Card / TAN Card | Yes / No |
| 2. | Copy of TIN No. / SRIN with Registration Certificate under GST. | Yes / No |
| 3. | Copy of the updated Income Tax and GST clearance certificate. | Yes / No |
| 4. | Affidavit of non inclusion in the Blacklist. | Yes / No |
| 5. | Photo copy of Bank Pass Book of the supply agency. | Yes / No |
| 6. | All Annexure | Yes / No |

UNDERTAKING BY THE SUPPLIER

We M/s _____ agreed to accept the terms and conditions specified and also enclose the rates of items as per list and specifications published in the short tender call notice vide No.....Dt.....

(Full Signature of the proprietor with seal of the Firm)

Name of the Proprietor and Address of the Firm

Telephone Number/Mobile Number

Witness (Signature, Name & Address)

1.

2.

(Affidavit)

1. That, I, _____ Son / Daughter / Wife of
Shri _____ Proprietor / Director/
Authorized signatory of the bidder, mentioned above, am competent to sign this
declaration and execute this tender document;
2. That. I/ We/, am /are have carefully read and understood all the terms and
conditions of the tender and undertake to abide by them.
3. That I/ We/, am / are also certify that our firms has never been black listed by
central/state Government/ PSUs/Boards/Corporations/ autonomous body under
administrative control of central or state Govt. or any other agency.
4. That, neither myself nor my organization will be indulged in any corrupt practices
so far as this bidding is concerned.
5. That, the information / documents/ declaration furnished along with the Bid are true
and authentic to the best of my knowledge and belief. I/We, am/are well aware of
the fact that furnishing of any false information/ fabricated document /declaration
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law in India.

SUPPLIER'S OFFICIAL SIGNATORY
Name & Designation with official Seal of the
Firm

Place;

Date: