

OFFICE OF THE COLLECTOR, CUTTACK
(ST & SC Development Section)

No. 1018

dated. 15.4.2021

SHORT TENDER CALL NOTICE

Sealed Tenders in enclosed formats are invited from the intending registered suppliers/co-operative societies/ co-operative stores/manufactures/Agencies/Printing Press / firm for supply of the articles/services/ execution works for survey of Social and Educational condition of the people belonging to Backward classes in Cuttack District. The details of the articles to be supplied/works to be executed, approximate quantity of materials to be procured etc. are given at Annexure-I.

Schedule of Events	
1. Publication of short tender	15.04.2021
2. Last date of receipt	22.04.2021 (by 5.30PM)
3. Opening of General Bids	23.04.2021 (11.00AM)
4. Notification of qualified bidders based on General Bid evaluation	23.04.2021. After finalization of process of General Bid Evaluation.
5. Opening of Financial Bid	23.04.2021. After notification of qualified bidder based on General Bid evaluation

The tender documents are available in the Cuttack District website cuttack.nic.in. Interested bidders can download the tender documents from the District website and submit the bid duly filled in along with the supportive documents and EMD of Rs. 5000/- (Five Thousand Only) in shape of Demand Draft in favour of Collector, Cuttack payable at Cuttack.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tender is 22.04.2021 by 5.30PM. No tenders will be received after due date.

Collector, Cuttack reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers separately for general bid of financial bid (both in one cover envelop) by the due date only by speed post/ registered post or in the assigned drop box kept in District Welfare Office, Cuttack.

Contd..... P/2

Terms & Conditions of the short Tender Call Notice

1. The interested supplier / firms should submit each of their General Bids and Final Bids separately in separate sealed envelopes and both the sealed envelopes should be enclosed in another envelope for correspondence to the Office of the DWO, Cuttack. All the pages of the tender papers should be signed with seal of the firms/ agencies.
2. The sealed envelope containing the proposals must be delivered to the office of the DWO, Cuttack by registered post / speed post or by hand. Bids received after due date will not be entertained and shall liable for rejection.
3. The tender paper can be obtained from the office of the DWO, Cuttack or can be downloaded from District website cuttack.nic.in.
4. EMD of Rs. 5000/- (Rupees Five Thousand) only in shape of Demand Draft/ Bankers Cheque in favour Collector, Cuttack payable at Cuttack must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender.
5. Photocopy of valid Pan Card, GSTIN registration certificate, IT return documents of last three years 2017-18, 2018-19, 2019-20, GST clearance (December, 2020) must be enclosed by the bidder along with their proposals.
6. Any legal dispute arises out of this is subject to jurisdiction of Cuttack only.
7. The bidder shall submit the sample of each at the time of opening of tender before the purchase committee for verification of quality.
8. The bidders should have not been blacklisted by any Govt. organization. If found later on action shall be initiated against the firm as per the law.
9. The successful bidder shall not assign or sublet the contract to any other firm.
10. The delivery of the items must be done at destination points within 3 days of issuance of supply of order.
11. The Collector, Cuttack reserves the right to accept or reject any or all the tender without assigning any reason thereof and also has the right to allot / distribute the work to L2 or subsequent supplier/firm at the lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
12. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Cuttack will have the right to cancel the order / contract without assigning any reason thereof and nothing will be paid by this office in that event and EMD will also be forfeited.
13. The transportation cost of materials will be borne by the supplier.
14. The decision of purchase committee formed by the Collector, Cuttack on selection/ rejection of bidders would be final basing on the quotation submitted by the bidders and the quality of items to be supplied by them.
15. The purchase order shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The Purchase Committee shall also not be bound to accept the lowest rate, but the acceptance of the quotation shall be based on quality of materials and as per requirement to meet the purpose as examined by the Purchase Committee.
16. The Bids are liable to be rejected if any of the above conditions are not complied with proper manner.
17. The approximate quantity of materials to be procured is given at Annexure-I. The quality of materials to be procured may vary as per actual requirement.

By orders of Collector

ADM-cum-District Nodal Officer,
Cuttack

15.07.21

Annexure-I

**LIST OF ARTICLES TO BE PROCURED/ HIRING THE SERVICES OF PRINTER/
PRINTING OF FLEX**

Sl. No.	Name of the other details of the articles (s)	Specification	Approximate quantity of articles/ materials to be procured	Maximum Cost per unit prescribed
1	Black Ball Point Pen	Ball Point Pen	2424	10/-
2	Ink Pad	Small size	1212	20/-
3	Wide Brown Adhesive Tape	One inch width	1212	20/-
4	Note book	Exercise Note Book A4 long size (70 pages)	2424	25/-
5	Scissors	Small size	1212	20/-
6	Mask	Standard (Cotton)	4848	20 /-
7	Sanitizer	Bottle of 500 ml. (Any Brand)	1212	150/-
8	Gloves	Standard Size	4848	10/-
9	Folder with snap bottom closure	PVC Type Length=15" Breath= 10" Width= 1.5"	4848	20/-
10	Printing of flex Banners	15'X 10 ' 12'X 8' 6'X 3'	5 pc. 17 pc. 1110 pc.	10/- per Square Feet
11	Printing of Materials	A4 Size Paper (Black & White)	As per actual 3000 pc.	

FORMAT FOR GENERAL BID

Tender Call Notice No.

Name of the Supplier/Firm/Agency:

Address of Supplier/Firm/Agency:

Contact Number of the Supplier/Firm/Agency:

PAN No:

GSTIN No. of Supplier/Firm/Agency:

Bank Draft/Bankers Cheque No., Date:

Annual Financial Turnover of the Supplier/Firm/Agency:

FORMAT FOR FINANCIAL BID

Tender Call Notice No.

Name of the Supplier/Firm/Agency:

Address of Supplier/Firm/Agency:

PAN No:

GSTIN No. of Supplier/Firm/Agency:

Rate Quoted for Non-Consumable (Item wise):

Sl. No.	Name of the other details of the articles (s)	Specification	Rate (in Rs.)(Including all Taxes per Unit.)
1	Black Ball Point Pen	Ball Point Pen	
2	Ink Pad	Small size	
3	Wide brown Adhesive Tape	One inch width	
4	Note book	Exercise Note book A4 long size (70 pages)	
5	Scissors	Small size	
6	Mask	Standard (Cotton)	
7	Sanitizer	Bottle of 500 ml. (Any Brand)	
8	Gloves	Standard Size	
9	Folder with snap bottom closure	PVC Type Length=15"Breath= 10" Width= 1.5"	
10	Printing of flex banners	15'X 10 ' 12'X 8 ' 6'X 3'	
11	Printing of Materials	A4 Size Paper (Black & White)	