



**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK  
(SOCIAL SECURITY SECTION)**

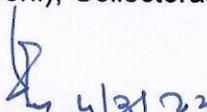
**Email Id: dssocctc.od@gov.in**

**No. 565 /SS, Dated 04/03/2023**

**(SHORT TENDER CALL NOTICE)**

Sealed Short Tenders are invited from the intending Registered Firms / Suppliers having valid GSTIN & Income Tax Clearance Certificates with requisite reputation to have worked with Govt. Departments and credibility for installation of hoardings on ill-effects of drugs and availability of IRCAs sector to create awareness among the public and specification mentioned in Tender Form Part-II (Financial Bid) to the DSSO, Cuttack. The detailed terms and conditions with general information for "installation of Hoardings" can be downloaded from the district website <http://www.cuttack.nic.in>.

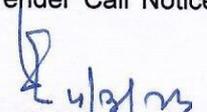
The Short Tender complete in all respect should reach the District Social Security Office, Collectorate, Cuttack latest by **9<sup>th</sup> March, 2023 before 5.30 P.M** through Registered / Speed Post or in the Sealed Drop Box kept in the Office of the District Social Security Officer, Collectorate, Cuttack which will be **opened on 10.3.23 at 4.30 AM / PM** in the Office Chamber of ADM(Gen.), Collectorate, Cuttack in presence of the Bidders or their authorized representatives.

  
**Addl. District Magistrate (Gen.),  
Cuttack.**

**Memo No. 566 /SS // Date 04/03/2023**

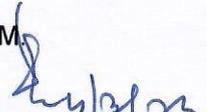
Copy submitted to the DIO, NIC, Cuttack for favour of kind information and necessary action. She is requested to webhosting of above Short Tender for uploading of the same in your official website (under Notice Menu) for wide publicity.

Copy to Asst. Collector, Nizarat / Project Director, DRDA, Cuttack/ Sub-Collector, Sadar/ Athagarh/ Banki / CDMO, Cuttack / DI&PRO, Cuttack / All BDOs / All Tahasildars / All CDPOs of Cuttack District / G.M., DIC, Cuttack for information and necessary action with a request to display the Short Tender Call Notice in the Notice Board of their respective Offices.

  
**District Social Security Officer,  
Cuttack.**

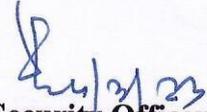
**Memo No. 567 /SS // Date 04/03/2023**

Copy submitted to the Steno to ADM (Gen.) for kind information of ADM

  
**District Social Security Officer,  
Cuttack.**

**Memo No. 568 /SS, dtd. 04/03/23**

Copy to OIC (Res.) to Collector for kind information of Collector.

  
**District Social Security Officer,  
Cuttack.**

## ANNEXURE-A

### Terms and Conditions for installation of hoardings on ill-effects of drugs and availability of IRCAs sector to create awareness among the public of Cuttack District.

The following terms and conditions must be fulfilled by the successful Bidder for providing "Essential Commodities" for use of the Cured Leprosy Persons.

1. The intending Registered Firms/ Supplying Agencies should be bonafide Registered Body having Valid Registration Certificate issued from DIC.
2. GSTIN Clearance Certificate, Income Tax Return of last 3 years i.e. 2016-17, 2017-18, 2018-19 & Copy of Pan Card must be enclosed with the Tender Paper.
3. The unit rate should be quoted including all Taxes i.e. GST etc. as per Guideline. No extra cost will be given for transportation / installation of the materials to the District Social Security Office. The rate of materials is negotiable.
4. The Bidder should have to produce the **Tender Paper Cost of Rs. 500/- (Rupees Five Hundred) only** in shape of Bank Draft in favour of District Social Security Officer, Cuttack payable at UNION Bank , Choudhury Bazar, Cuttack which is non-refundable.
5. The Tender will be in two parts i.e. **Technical Bid (Part-I) and Financial Bid(Part-II)**.The Bidders should submit their Technical Bid and Financial Bid separately in two envelopes and put them into another large cover super scribed as **"for installation of hoardings on ill-effects of drugs and availability of IRCAs sector to create awareness among the public" in the Office of the DSSO, Cuttack**".
6. Bidders who qualify Technical Bid will be eligible to participate in Financial Bid.
7. The Successful Bidder will deliver / install the hoardings within 07 days from the date of receipt of Purchase Order as per location prescribed.
8. The District Administration will have no liability regarding transportation, loading and unloading of materials indent for supply to the designated place in good condition and the defective or damaged materials, if any, will be replaced by the Organisation.
9. Conditional Tenders are liable to be rejected. The Tender, which is not as per specification will not be considered.
10. The District Administration will not pay any advance payment to the Firms. The Organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.
11. Under no circumstance, the successful Tenderer shall not appoint any Sub-Contractor or Sub-Lease the contract. If it is found that the successful Tenderer has violated these conditions, the contract will be terminated forthwith without any notice and security deposited by the Tenderer shall be forfeited.
12. The rate quoted against this Tender shall remain valid up-to 12 months after publication of approved rate. No request to increase in rates will be allowed or entertained during this period.
13. The Authority reserves the right to reject any or all the Tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.
14. Quality of the product will be given due importance. The decision of the Committee on evaluation of material is final.

## ANNEXURE-B

**GENERAL INFORMATION for installation of hoardings on ill-effects of drugs and availability of IRCAs sector to create awareness among the public** (to be produced by the Tenderer)

SI.No.	Particulars	Information
1	Attested photo copy of the valid Registration Certificate issued from DIC	
2	Attested photo copy of PAN Card	
3	Attested photo copy of GSTIN having 2021-22 Clearance Certificate	
4	Declaration by the Bidder that the defective or damaged materials if any, will be replaced by the Organisation.	
5	Draft to be enclosed with <b>Bank Draft of Rs. 500.00</b> in favour of D.S.S.O , Cuttack payable at UNION Bank , Choudhury Bazar, Cuttack towards <b>Cost of Tender Paper</b> .	
6	Declaration to the effect that the Tenderer agrees to abide by all terms and conditions of Short Tender.	
7	Sample of items with specified nos. will have to produce by the Tenderer before the Committee on the day of opening of Tender.	
8	Whether all documents submitted are signed by the Authorized Signatory of the Organization (Yes / No.).	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Date:

Place:

Full Signature of the Authorized Signatory.

**TENDER FORM**  
**Part – I**  
**(Technical Bid)**

1	Name of the Firms / Supplying Agency (In Block Letters)	
2	Address of the Organization	
3	Name of the Authorized Signatory (in block letters)	
4	Specimen Signature of Authorized Signatory	
5	Telephone Number of Authorized Signatory / Organization	
6	Registration No. (Attach attested copy of Registration Certificate issued from DIC)	
7	PAN No.( with a copy of PAN Card )	
8	GSTIN No. ( with a copy of GSTIN )	
9	Bank Draft of Rs.500/- (Rupees Five Hundred ) only payable at DSSO, Cuttack towards <b>Tender Paper Cost.</b>	
10	Declaration that the Tenderer agrees to abide by all terms and conditions of tender.	
11	Whether all documents submitted is signed by the Authorized Signatory of the Organization (Yes/No.).	

**DECLARATION**

I/We hereby certify that, the terms and conditions, specification etc. given with the Tender Call Notice have been read carefully and are acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the Tenderers shall be blacklisted and action as deemed proper will be taken against him/her.

Place:

**(Signature and Seal of the Authorized Signatory)**

Date:

**TENDER FORM**  
**Part – II**  
**(Financial Bid)**

Sl. No.	Item/Material	Quantity	Amount (In Rs.)	Remarks
1	Installation Of Hoardings, SIZE- 15ft *10ft /	02	RS.100,000/-	Including Flex With GST

Place:  
Date:

**(Signature and Seal of the Authorized Signatory)**