



L. No. 38 / G&M(OSEBC).

Dated. 23/03/2023

QUOTATION CALL NOTICE

Sealed quotations in enclosed format inviting from the intending registered suppliers / co-operative stores / manufacturers / agencies for supply of items (list at Annexure-I) for distribution to all concerned relating to Survey of Social & Educational Condition of the people belonging to Backward Classes in Ganjam District. The details of approximate quantity of material etc. to be procured are given at Annexure-1.

Schedule of Events

Publication of tender	:-	23-03-2023
Last Date for receipt of bids	:-	04-04-2023 (5 PM)
Opening of general bids	:-	05-04-2023 (3 PM)
Notification of qualified bidders based on general bid evaluation	:-	05-04-2023 (3 PM)
Opening of Financial bid	:-	05-04-2023 (3 PM)

The tender documents are available in the Ganjam District website i.e. ganjam.nic.in

Interested bidders can download the tender documents from the district website and submit the bid duly filled in alongwith the EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of demand draft in favour of Collector, Ganjam,

The bidders are advised to visit frequently the district website i.e. ganjam.nic.in or contact Deputy Nodal Officer to track any modification /corrigendum etc. or to know the samples of articles in this connection.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is 04-04-2023 by 5 PM. No tenders will be received after due date and time.

Collector, Ganjam 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 and financial bid (both in one cover) by the due date and time by Speed Post / Registered post / shall be dropped in the assigned drop box kept at the office chamber of ADM (Revenue), Ganjam, Chatrapur in the address of District Nodal Officer, OSEBC, Ganjam.

Collector & District Magistrate,
Ganjam, Chatrapur

Terms and conditions

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of demand draft / banker cheque in favour of Collector, Ganjam payable at Chatrapur must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender.
3. The firms / bidders whose tenders will be accepted shall have to execute an agreement with Collector & DM, Ganjam in non-judicial stamp paper worth of Rs. 10(Rupee ten) only. After execution of agreement and further instructions received from the Odisha State Commission for Backward Classes, in this regard the supply order will be issued. The rate quoted by the approved suppliers shall valid for a period of one year from the date of signing of agreement.
4. Any legal dispute arises out of this is subject to jurisdiction of Ganjam only
5. The bidder should have not been blacklisted by any Govt. organization. If found later on, action shall be initiated against the firm as per the law.
6. The successful bidder shall not assign or sublet the contract to any other firm.
7. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the Collector, Ganjam will take action as deemed fit.
8. The transportation cost of materials will be borne by the supplier.
9. The approximate quantity of materials to be procured is given at Annexure-I. The quantity of materials to be procured may vary as per actual requirement.
10. The price quoted should be excluding of taxes. The bidders shall clearly mention all applicable taxes alongwith percentage of tax in the appropriate column of the format given by at Annexure-II.
11. Payment will not be made to the selected firm, if the firm supplies materials other than the samples produced / mentioned in the proposal by him / their firm during the process of evaluation of the bids.
12. The Collector, Ganjam reserves the right to accept or reject any or all the quotations without assigned any reason thereof and also has the right to allot / distribute the work to L2 supplier / firm at the Lowest (L1) rate in case If L1 bidder fails to deliver items within the stipulated period.
13. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Ganjam 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 the EMD will also be forfeited.

Collector & District Magistrate,
Ganjam, Chatrapur

ANNEXURE - 1

Materials to be purchased through tender process in connection with survey of SEBC				
Sl. No.	Name of the articles	Specification if any	Quantity	Distributed to
1	Folder with snap button closure Length - 15', Breadth-10', Width - 1.5'	2352 x 4 = 9408	Enumerators @ 4 (four)	
2	Black Ball point pen	Golden Klassy	5000 numbers	
3	Ink Pad	Camel Small size	2500 numbers	
4	Identity cards (laminated pouch cover)	Standard Size	2500 numbers	
5	Identity cards printing and supply	Multi colour printing and supply	2500 numbers	
6	Wide brown adhesive tape	5" breadth	2500 numbers	
7	Gum	Fevi-gum 200ml bottle	2500 numbers	
8	Note book rolled	152 pages long with	5000 numbers	
9	Scissor	Standard Size	2500 numbers	
10	Envelopes	Size (11" x 5") Inside lamination	1000 numbers	
11	Envelopes	Size (5" x 14") Inside lamination	1000 numbers	
12	Envelopes	Legal size with inside lamination	1000 numbers	
13	A4 size copier paper	JK Copier 75 GSM	10 cartoons	
14	A4 size copier paper	JK Cemex 75 GSM	10 cartoons	
15	Stapler	Small size	10 numbers	
16	Stapler	Big Size	10 numbers	
17	Stapler pin	Small size	10 small pockets	
18	Stapler pin	Big Size	10 small pockets	
19	Cartridge	As per requirement	As per requirement	
20	Tag	Good quality	10 small bundles	
21	Register	Small binding	10 numbers	
22	Colour flag	With wide	10 pockets	
23	Punch	Single hole	5 numbers	
24	A4 size full page printing	Black & white	As per requirement	
25	Printing of flex materials	good quality	As per requirement	
26	Xerox cost of A4 full page	Black & white	As per requirement	

ANNEXURE - II

Quotation Call Notice No.

Name of the Supplier / Firm / Agency :-

Address of Supplier / Firm / Agency :-

PAN No :-

GSTIN No.:-

Rate quoted for materials (itemwise)

Sl. No.	Name of the articles	Specification if any	Rate to be quoted for	Rate (in Rs.) (including all taxes)
1	Folder with snap button closure	PVC (Length - 15, Breadth - 10, Width - 1.5)	1 piece	
2	Black Ball point pen	Legal size with inside lamination	1 piece	
3	Ink Pad	Camel Small size	1 piece	
4	Identity cards (laminated pouch cover)	Standard Size	1 piece	
5	Identity cards printing and supply	Multi colour printing and supply	1 piece	
6	Wide brown adhesive tape	5" breadth	1 piece/roll	
7	Gum	Fevi-gum 200ml bottle	1 piece	
8	Note book rolled	152 pages long with	1 piece	
9	Gloves	Standard Size	1 pair	
10	Envelopes	Size (11" x 5")Inside lamination	1 piece	
11	Envelopes	Size (5" x 14")Inside lamination	1 piece	
12	Envelopes	Legal size with inside lamination	1 piece	
13	A4 size copier paper	JK Copier 75 GSM	1 pocket (500 sheet)	
14	A4 size copier paper	JK Cemex 75 GSM	1 pocket (500 sheet)	
15	Stapler	Small size	1 piece	
16	Stapler	Big Size	1 piece	
17	Stapler pin	Small size	1 pocket	
18	Stapler pin	Big Size	1 pocket	
19	Cartridge	As per requirement	1 piece	
20	Tag	Good quality	1 bundle	
21	Register	Small binding	1 piece	
22	Colour flag	With wide	1 pocket	
23	Punch	Single hole	1 piece	
24	A4 size full page printing	Black & white	1 page	
25	Printing of flex materials	good quality	1 per sq.ft	
26	Xerox cost of A4 full page	Black & white	1 page	

Signature & Seal