

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, DEOGARH

[District Child Protection Unit / Dept. of WCD, Govt. of Odisha]

Email: depo.deogarh.od@nic.in, Ph-06641-226645

No. 95 /25/DCPU/DGH, Date: 21 /03/2025

Tender Notice

Sealed quotations in two separate covers (Technical bid and Financial bid) super scribing Cover "A"(Technical Bid) & Cover "B" (Financial Bid) and both the sealed covers should be put into a third outer Cover, which should be super scribed as "BIDS FOR SUPPLY OF FURNITURE AND OFFICE EQUIPMENT (Computer & Printer etc.)" are invited from the registered agencies / firms having adequate experience to supply furniture and office equipments.

The Bidders are required to download the Bid Document directly from district website available i.e. www.deogarh.odisha.gov.in. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website before last date of submission of bid and the D.C.P.U., Deogarh shall have no responsibility for any delay/omission on part of the bidders.

EMD Cost: **Rs.5,000/- (Five thousand)only** in shape of Demand Draft (DD) in favour of District Child Protection Unit, Deogarh

Item Specification:

Specified in ANNEXURE-A

The Quotations complete in all respect should reach/drop before the Office of District Child Protection Officer (DCPO) , At-Municipality Sahi, Deogarh on or before **dt- 26/03/2025 by 2.00 PM** . The Technical Bid will be opened in the presence of the Quotationers/authorized representatives **on 27/03/25 at 10.30 AM and the Finance Bid will be opened on the same day at 11.30 AM** in the office chamber of the Additional District Magistrate, Collectorate, Deogarh.

The Authority shall reserve the rights to cancel or reject or modify the quotation process without assigning any reason thereof.

By the Order of the Collector & DM , Deogarh .


District Child Protection Officer
DEOGARH

Instruction to Bidders.

1. Name of the Works:-

Tender for Supply of Office Furniture & Office equipment (Computer & Printers etc.) for DCPO Office , DEOGARH.

2. Supplier/Dealer:

A written letter from the Manufacture/Dealers/Supplier/Agent for an article promising to repair or replace the items, if necessary, within the specified period of time.

3. ELIGIBILITY CRITERIA: -

- 3.1 Legal Entity: Proprietorship/Partnership/Private Limited/Cooperative Society. The Manufacture/dealers/supplier/Agent for items not manufactured by them can also participate in the bidding system. If the dealers/supplier/Agent certified documentary evidence to this effect is to be attached along with the quotation/bid. This is necessary to ensure quotation/bid from responsible party offering genuine product, also backed by warranty obligation from the concerned manufacture.
- 3.2 Manufacturer License/ DIC Registration Certificate/ Udyam Registration Certificate. The bidder should submit copy of the dealership/ Distributorship certificate.
- 3.3 The bidder should be an Authorized Partner of OEM. The bidder should submit Bid Specific OEM Authorization Letter in the OEM Letter head in the name of bidder.
- 3.4 The firm must have valid GST/GSTIN
- 3.5 The firm must have valid income tax PAN
- 3.6 The product must confirm to minimum technical requirement/ standards
- 3.7 Photocopy of Income Tax Clearance Certificate for last Financial year.
- 3.8 EMD of Rs.5,000/- in shape of Diman Draft (DD) in favour of DCPU, Deogarh.
- 3.9 Undertaking the capacity to deliver at the items to the CDPO, Deogarh by **3.00 PM on 29.03.2025.**
- 3.10 Undertaking for no blacklisting: Applicant should not be blacklisted by any Govt. entity or by any other organization, not have any legal proceedings within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
- 3.11 All documents are to be self-attested.

The bidder failing to comply with the above will summarily be rejected.

4. SCOPE OF THE WORK:

The items will be delivered to the DCPO, Deogarh by 3.00 PM on 29.03.2024 at 723 nos. AWCs in Deogarh district as per specification. An undertaking in this regard will be submitted in **Annexure-C**.



GENERAL TERMS & CONDITIONS

1. The bidder should be from the experienced MSMEs / Distributors/ Dealers/ Authorized Vendors of any Branded Company. The bidders must have valid GST and PAN Certificate which should be enclosed with the bid documents in the technical bid envelope.
2. This tender is two bid systems. The technical Bids along with the required EMD and acceptance of the terms and conditions of the tender and financial bid in the due format should be submitted in two separate envelopes super scribing as "Technical Bid " and " Financial Bid " respectively, which should be kept in an outer envelope super scribing as "BIDS FOR SUPPLY OF FURNITURE AND OFFICE EQUIPMENT" as well as Quotation No and date". All cuttings and over writings should be duly attested under signature and seal of the company. Conditional bids will not be accepted. The financial bid shall contain only the price bid in Annexure-E and all other documents including the signed and sealed tender document, Copy of Udyog/ Udyam Aadhaar Certificate of MSME, Copy of GST & PAN Registration Certificates, Certificates of incorporation / registration in support of legal entity of the firm, technical literature of the offered items, EMD, undertaking for non blacklisted of the firm and any other documents in support of eligibility in the tender if any should be enclosed in the technical bid.
3. **Payment:** No advance payment will be made. The payment will be made after Supply of the items to DCPO, Deogarh. The Agency is required to submit a triplicate Bill duly signed and sealed.
4. The rate per unit to be quoted in the price bid should be as per the format in Annexure-E.
5. Any Corrigendum/Addendum to this bid shall be hoisted in District Website i.e. www.deogarh.odisha.gov.in and responsibility lies with the bidders to check the website up to the last date of submission of bids. Any omission on the part of the bidder will not be considered.
6. All the tender documents shall be duly signed & sealed in each page as a token of their unconditional acceptance of terms and conditions of tender.
7. **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its Bid and DCPO, Deogarh will in no case be responsible or liable for those costs.

The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will /may result in the rejection of the Bid.

8. Amendment of Bidding Documents: At any time prior to the deadline for submission of Bids, the DSWO, Deogarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by way of issuing a corrigendum/addendum as per Clause No. 5 of General Terms & Conditions. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing of their Bids, the **Owner** may, at its discretion, extend the deadline for the submission of Bids.



9. Mode of Submission of Bid: The bids must be submitted in double cover system. The technical bid and Financial/ Price bid are to be placed in two separate envelopes super scribed “**Technical Bid/ Financial Bid**” and then putting them in a single cover super scribing name of work i.e. “BIDS FOR SUPPLY OF FURNITURE AND OFFICE EQUIPMENT”. The bidders are required to provide their phone numbers & email Id for necessary communication. Bidders shall not be permitted to alter or modify their bid after expiry of deadline for receipt of bid. All the bid documents shall be self-attested in all pages failing which the bid will be rejected.

10. Modification and Withdrawal of Bids: Any corrigendum / addendum / modifications will only appear in District website www.Deogarh.Odisha.Gov.in. Interested bidders may visit the website www.Deogarh.Odisha.Gov.in for detail enquiry.

11. Bid Price: Bidders have to quote for the items of supply covered under this specification strictly. The Bid Price shall also cover all the Bidder's obligations mentioned in or reasonably to be inferred from the Bidding Documents in respect of Supply, testing, inspection, Transportation to the consignee point, all in accordance with the requirement of Tender Documents. The Bidder shall complete the appropriate Price Schedules enclosed format stating the Taxable value for each item including inspection, packing & forwarding, Transportation & insurance, loading & unloading charges, GST.

12. Procedure for Opening the Bids:

- a. The Technical bid will be opened first.
- b. After completion of Technical the financial bid will be opened.
- c. If due to any reason the due date is declared as a holiday the bid will be open on next working date at the same time & venue.
- d. The bid will be opened in the presence of the bidders or their authorized representatives. The authority will not be responsible if the bidder is not present.

13. Technical Evaluation: The technical evaluation shall be made of such bids who will be qualified as per the criteria laid down in general terms and conditions of the bid. The technical evaluation shall be made by the Tender Committee of DCPO, Deogarh.

14. Earnest Money Deposit (EMD): The Bidders are required to submit an EMD amounting to Rs. 5,000/- (Rupees five Thousand) only in the form of Demand Draft in favour of “**District Child Protection Unit, Deogarh**”. Any tender without demand draft for EMD will be DISQUALIFIED and shall be REJECTED and the price bid will not be considered for next stage of evaluation.

Photocopies of the above instruments will not be accepted. The earnest money of unsuccessful bidders will be returned after finalization of the tender and that of successful bidder will be returned after awarding the contract within thirty (30) days on receipt of written request from the Bidders. The earnest money will bear no interest. The EMD is to be submitted along with the Technical Bid. Bid without EMD shall be disqualified and summarily rejected.

15. Forfeiture of EMD: The EMD will be forfeited in case any bidder withdraw the bids after opening of the bids and in case the successful bidder is unable to supply the items.

16. Validity: The offer shall be valid for a period 1 year from the date of bid opening of the Technical Bid.

17. Paying Officer: Payment will be released by DCPU Deogarh after receiving the bills. The payment shall be made in INR through PFMS.

18. Materials: All materials required for the execution of work shall be supplied by the bidders as per the technical specification provided at **Annexure-A**.

19. This office reserves the right to increase or decrease the actual quantity of any item of requirement. The Successful Bidder shall have to supply the items by 3.00 PM on 29.03.2025 at the lowest rate.

20. Accident: The bidder shall be responsible for any accident during execution of the work for the work order for which he has to arrange workmen's compensation insurance.

21. Insurance: The bidder shall be responsible for any cost of the insurance.

22. Warranty: The items should be guaranteed for trouble free operation and submit the certificate of warranty period of the supplied products shall be for a **period of 1 (one) year** from the date of final acceptance of goods at consignee location. The repair and maintenance including replacement of defective accessories of the system during the warranty period shall be done by the bidder at his own cost.

23. Escalation: No escalation clause except the admissible tax component under the period of consideration shall be accepted.

24. Arbitration: The purchaser and the supplier should try to resolve the disputes, if any, arising out of the contract, amicably between themselves, failing which the same shall be referred to the DCPU, Deogarh for adjudication as the sole Arbitrator under the provisions of the Arbitration and Conciliation Act, 1996 whose decision will be final and binding on all the parties to the dispute.

25. Legal dispute: The contract shall be interpreted in accordance with the laws of the Union of India within appropriate courts at Deogarh Jurisdiction only.

26. Authority reserves the right to accept or reject any or all tenders and cancel the tender process without assigning any reasons thereof.


District Child Protection Officer
Deogarh.

ITEM SPECIFICATION

[Office Furniture & Computer for District Child Protection Unit , Deogarh]

A FURNITURE ITEMS

SL	ITEM	ITEM SPECIFICATION
1	Office Executive Table [Godrej]	TABLE T-104 , Size-1665X900X750
2	Office Table [Godrej]	TABLE T-8 , Size-1199X590X735
3	Office Table [Godrej]	TABLE T-9 , Size-1365 X 680X735
4	Computer Table[Godrej]	Companion C-9 Sdv Com Tb
5	Office Rev. Chair[Godrej]	Virtue FB Black Black Study
6	Visitor Chair[Godrej]	Thrill Cushion Visitor Fabric
7	Glass door Almira [Godrej]	Glassdoor Storwel , Size-1981Hx916Wx486D
8	Office Almira [Godrej]	Storwel Plain , Size-1981Hx916Wx486D

B COMPUTER & PRINTERS

1	Computer with Webcam (Desk Top)	HP All in One PC- i3-12th,8gb,512ssd,w11,24"
2	Computer with Webcam (Desk Top)	Intel Core i3 12100u/RAM 80 GB /19.5 Monitor
3	Lap Top	HP Laptop- i3-12th,16gb,512ssd,w11,15.6"
4	Printer cum Scanner & Copier	Epson All in One L3560

APPLICATION FORM FOR BIDDING
(Details of the Applicant /Bidder)

1. Name of the Registered bidder:-
2. Name of the authorized person:-
3. Address:-
4. Contact number:-
6. Email id:-
5. PAN Number (copy enclosed):-
6. GST Number (copy enclosed):-
7. GST Clearance certificate no with date:-
9. EMD Details: – DD No- _____ / date _____ Bank _____
10. Enclosed: -
 - i) Xerox copy of PAN Card
 - ii) Xerox copy of GST Registration along with up-to-date return Certificate
 - iii) Draft for cost of EMD
 - iv) Copy of Income Tax Clearance Certificate for the FY 2023-24.
 - v) Dealer /Distributor certificate
 - vi) Self undertaking not black listed at any where
 - vii) Undertaking the capacity to deliver the items by 3.00 PM of 29th March, 2025
 - viii) All documents should be self-attested.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place

Date

Seal & signature of the vendor

To
District Child Protection Officer
Deogarh.

UNDERTAKING FOR SUPPLY OF ITEMS.

We confirm that we have the capacity to supply the required items to the District Child Protection Officer, Deogarh district as per the requirements by 3.00 PM of 29th March 2025.

Signature (with Seal)

DECLARATION FORM

I _____, S/o _____ having my residence _____, do declare that I / We have carefully read all the terms & conditions of tender of the _____ Odisha for the supply of furniture & Office equipment. The approved rate will remain valid for a period of one year from the date of approval. I will abide with all the terms & conditions set forth in the tender paper Reference No. _____

I/We do hereby declare that, I/We have not been de-recognized/ black listed by any State Govt. / Union Territory / Govt. of India/ Govt. organization for supply of Not of Standard Quality (NSQ) items / part-supply / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me/us for a period of 5 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

I / We further declare that I / We possess valid manufacturing license / Authorized distributor bearing No. _____ Valid up to _____. I / We _____ do hereby declare that I/we will supply the _____ as per the terms, conditions & specifications of the tender document. I / we further declare that I / we have a service centre / will establish a service centre within one month of installation of the equipment in Orissa.

Signature of the bidder

Date:

Name & Address of the Firm:

TENDER FORM - B**Annexure-E****Financial Bid****A FURNITURE ITEMS**

SL	ITEM	ITEM SPECIFICATION	Quoted Rate [Inclusive of all Tax , Transportation & Installation]
1	Office Executive Table [Godrej]	TABLE T-104 , Size-1665X900X750	
2	Office Table [Godrej]	TABLE T-8 , Size-1199X590X735	
3	Office Table [Godrej]	TABLE T-9 , Size-1365 X 680X735	
4	Computer Table[Godrej]	Companion C-9 Sdv Com Tb	
5	Office Rev. Chair[Godrej]	Virtue FB Black Black Study	
6	Visitor Chair[Godrej]	Thrill Cushion Visitor Fabric	
7	Glass door Almirah [Godrej]	Glassdoor Storwel , Size-1981Hx916Wx486D	
8	Office Almirah [Godrej]	Storwel Plain , Size-1981Hx916Wx486D	

B COMPUTER & PRINTERS

1	Computer with Webcam (Desk Top)	HP All in One PC- i3-12th,8gb,512ssd,w11,24"	
2	Computer with Webcam (Desk Top)	Intel Core i3 12100u/RAM 80 GB /19.5 Monitor	
3	Lap Top	HP Laptop- i3-12th,16gb,512ssd,w11,15.6"	
4	Printer cum Scanner & Copier	Epson All in One L3560	

For and on behalf of _____
(Name and address of tendering firm) _____

Place:
Date:

(Signature and seal of the authorized signatory)

Seal