

OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER,
SOUTHERN DIVISION, ODISHA, BERHAMPUR
(Nizarat Section)

E-mail: rdcbmp@nic.in

No. 1739 //Niz. XX-39/2023

Date: 01.09.2023

TENDER CALL NOTICE

Sealed Tenders are invited for supply of Stationary Articles (Office Stationary / Sanitary & other office hold items) for the Office of the Revenue Divisional Commissioner, SD, Berhampur. The detail is available in the office website: **<https://rdcsdbmp.nic.in>**

- sd/-

AFA-cum-Under Secretary
O/O the RDC, SD, Berhampur

OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER,
SOUTHERN DIVISION, ODISHA, BERHAMPUR

No.1739//NIZ XX-39/2023 Dated 01.09.2023

QUOTATION CALL NOTICE

1. Sealed quotations in letter pad are invited from the intending Registered Firms / Suppliers located at Berhampur having valid GSTIN under OGST Act 2017 and PAN for supply of Stationary articles (Office Stationary / Sanitary & other office hold items) for official use of **Office of the Revenue Divisional Commissioner, Southern Division, Odisha, Berhampur** for a period of one year on annual rate contract basis.
2. Interested quotationers may obtain details terms and conditions from the website for taking up this assignment. The interested quotationers may download the tender document from our website: www.rdcdbmp.nic.in

Date of issue of Tender Document	04.09.2023
Last Date & Time of submission of Tender Document	12.09.2023
Date & Time for opening of Tender Document	
Technical Bids	14.09.2023
Financial Bids of eligible Tenderers	15.09.2023

CONTENTS OF TENDER DOCUMENT

SL No.	Description of Contents	
1	Tender Call Notice	
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4. The tender will have to be submitted in two parts i.e. **technical bid (Cover-A)** and **price bid (Cover-B)**. The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope superscribed as “**Tender for Supply of Office Stationary Items on Annual Rate Contract Basis to Office of the Revenue Divisional Commissioner, Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam in reference to Advt. Notice No.1739 / Niz dt.01.09.2023**”.

The tenders should be addressed to:

The Secretary,

Office of the Revenue Divisional Commissioner,

Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam.

5. The quotations should reach the undersigned on or before **dt.12.09.2023 from 10:30 AM to 5:30 PM** on all working days. The quotations shall be opened on **dt.14.09.2023 at 4:00 PM** at the Office of the Revenue Divisional Commissioner in the presence of quotationers or their authorized representatives. It is requested that tender indicating the rate for different items be furnished in the specified formats as mentioned in the tender. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected.

Terms & Conditions (SECTION - I)

1. It may be noted that rates shall be quoted against the brand of items mentioned below at Quotation Format – Cover B (Price Bid) at Annexure-I.
2. **Rates should not be more than MRP.** Quotationers who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Cover A, fulfilling all the terms & condition of the tender document], their **Price Bid (Cover B)** shall **only** be opened.
3. The firm should have GSTIN & PAN. (GST Registration Certificate to be enclosed)
4. The firm should have **audited** annual turnover of **Rs.10 Lakhs** in **each** of the **last three financial years** [2020-21, 2021-22 & 2022-23]: Should submit the **audited** balance sheet and P&L Account statement (of the last three financial years i.e. 2020-21, 2021-22 & 2022-23) duly signed by a Chartered accountant.
5. Tender must be accompanied by **Tender document Cost of 1000/- (Rupees One Thousand) only** (Non-refundable) and **EMD of Rs.10,000/- (Rupees Ten Thousand) only** in the technical bid by way of demand draft, drawn on any Nationalized/Scheduled Bank in favour of the RDC, Southern Division, Berhampur

payable at Berhampur. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the job without interest.

6. The firm should have past experience in supply of stationery items to Govt. / Pvt. Organizations during the last three years. The firm has to furnish the work order / contract copies in support that.
7. The firm will have to submit an **Affidavit** (On original Stamp Paper of Rs.20/-) in the technical bid with the following clauses:-
 - a) Our organization has not been blacklisted/debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.
 - b) No criminal case pending in any Court of Law against our company or against the Proprietor / Director/ Persons to be deployed b your company. We further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past.
 - c) The Office of the RDC, SD, Berhampur will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
 - d) Our organization agrees to abide by all terms & conditions of tender.
 - e) Our organization will quote prices inclusive of all taxes.
8. The supplier selected shall have the responsibility to supply the Stationery items mentioned at Annexure I as per supply order which is required for carrying out day to day official work of Office of the RDC, SD, Berhampur.
9. This rate will be applicable for purchase of the Stationery items for **one year** from the date of signing of contract on an **annual rate contract basis**.
10. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
11. The supply of items shall be made within 3 days& in case of urgency of the office on the same day after placement of supply order at the **Office of the Revenue Divisional Commissioner,Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam** and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
12. Any other office hold items / stationaries which are not specified in the list shall be supplied by the supplier at the lowest rate (less than MRP) as & when required by the office.

13. In case of failure on part of the approved supplier to supply the items mentioned at Annexure-I & II as per supply order within stipulated period, the Office of the RDC, SD, Berhampur shall have the liberty to purchase those items from other sources and the approved supplier shall be liable to pay the excess amount which this office may have to incur being the different of actual amount of purchase minus the amount as per approved rates.
14. For any dispute, decision of **Office of the Revenue Divisional Commissioner, Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam** shall be final.
15. All legal disputes are subject to the jurisdiction of Berhampur court only.
16. The **Office of the Revenue Divisional Commissioner, Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam** reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

SECTION – II
(TECHNICAL BID)

TECHNICAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

To

The Secretary,
Office of the Revenue Divisional Commissioner,
Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam

Sub: Tender for supply of Stationary articles for official use of **Office of the Revenue Divisional Commissioner, Southern Division, Odisha, Berhampur** [Technical Proposal]

Madam,

I, the undersigned, offer to participate in the tender process for supply of Stationary articles for official use of **Office of the Revenue Divisional Commissioner, Southern Division, Odisha, Berhampur** in accordance with your Tender Notice No.: _____, Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance upto **90Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

(FORMAT OF TECHNICAL BID)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Proprietor of the firm	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self-attested copy)	
9.	GSTIN (Attach self-attested copy.)	
10.	Acceptance to all the terms & Conditions of the tender (Yes/No).	
11.	Power of Attorney/ authorization letter for signing the of the bid documents	
12.	Affidavit (On original Stamp Paper of Rs.20/-) in the technical bid with the clauses mentioned in Point No.7 of Section - I	
13.	Kindly mention the total Number of pages in the tender document.	

14. Financial Turnover of the bidder for the last 3 financial years. (*)

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
FY1		
FY2		
FY3		

**from the date of issue of tender*

15. Details of the similar type service provided by the bidder in last 5 years:

Sl. No.	Period	Name of Authority with Complete Address	Type of services provided with details	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

16. Declaration

I, Shri Son/Daughter/Wife of Shri _____
, Proprietor/ Director/ Authorized signatory of _____
(Name of the Service Provider), competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:

Date:

UNDERTAKING

[On the original Stamp Paper of Rs.20/- in shape of affidavit from the Notary]

I / We hereby undertake that:

- a) Our organization has not been blacklisted/debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.
- b) No criminal case pending in any Court of Law against our company or against the Proprietor / Director/ Persons to be deployed by your company. We further certify that Proprietor/Director/Persons to be deployed by our company or my company have not been convicted of any offence in any Court in India during the recent past.
- c) The Office of the RDC, SD, Berhampur will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
- d) Our organization agrees to abide by all terms & conditions of tender.
- e) Our organization will quote prices inclusive of all taxes.

Yours faithfully,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

Technical Bid should contain following documents:

1. Bid Processing Fee in the form of Demand Draft in original
2. EMD in the form of Demand Draft in original
3. Copy of tender document (each page must be signed and sealed)
4. Duly filled Technical Bid and Financial Bid
5. Registration Certificate of the firm / supplier
6. GST Registration Certificate
7. Copy of PAN.
8. Copy of Up to date GST Return (GSTR 38)
9. IT Return (2020-21, 2021-22 & 2022-23 AY)
10. Audited balance sheet and P&L Account statement (of the last three financial years i.e. 2020-21, 2021-22 & 2022-23) duly signed by a Chartered accountant.
11. Address and contact details of firm / supplier. (Local address of business place at Berhampur with contact details). The firm / supplier must have designated place of business and submit full local address and contact details.

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the ***lowest and competitive evaluated bid price.***

SECTION – III
(FINANCIAL BID)

COVERING LETTER
(BIDDER LETTERHEAD)

To

**The Secretary,
Office of the Revenue Divisional Commissioner,
Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam**

Sub: Tender for supply of Stationary articles for official use of **Office of the Revenue Divisional Commissioner, Southern Division, Odisha, Berhampur** [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for [*Insert title of the Service*] in accordance with your Tender No. __, Dated _____. Our attached financial price is [*Insert amount(s) in words and figures*] for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized
Signatory**
[In full and initials]

**Name and Designation of Signatory with Date and Seal:
Address of the Bidder:**

The financial bid should be submitted in the following format:

Name of the Firm: (With full particulars)

SL. No.	Name of the item	Brand Name	Rate(Rs.) inclusive GST

(N.B: Financial Bid should contain the price of each article in the prescribed format per unit / packet of supply. All prices should be inclusive of taxes)

Yours faithfully,

**Authorized Signatory
with Date and Seal**

Name and Designation: _____

Address of the Bidder: _____

SECTION - IV**(List of Office Stationery Items)**

SL. No.	Name of the items	BRAND Name	Rate(Rs.)inclusive of GST
1.	Brown TAPE (for Packing) 2" And 50mtr	ISOMARK	
2.	Calculator 12 Digit with Warranty	CASIO	
3.	CELLO TAPE 1" and 50 mtr	CELLO	
4.	CELLO TAPE 2" and 50 mtr	CELLO	
5.	Cleaning Fluid Spray 500ML (Glass & Household cleaner)	P &G	
6.	COPIER PAPER A4 75 GSM- 500 Sheets	JK	
7.	Correction Pen	CAMLIN	
8.	Cover File Poly Coated	LOTUS	
9.	Pencil Cutter	NATRAJ	
10.	Paper Flag(self-adhesive)- Colored(Four Colors)Size 1"X3"(50x4 colors)	Oddy	
11.	Plastic Flag (self-adhesive) - Colored(Four Colors)Size 1"X3 " (50x4 colors)	Oddy	
12.	Plastic Folder (Full Scape) with single bottom	KOLOR NINEKN-284F	
13.	GUM tube 50ml.	FEVICOL	
14.	GUM Stick 15gm	FEVISTIC	
15.	Highlighter	FABER CASTELL	
16.	File Packing Cloth (red) per 1 Mtr		
17.	Paper Weight glass	LOCAL	
18.	Pen MRP 10/-	MONTEX	
19.	Pen MRP 20/-	MONTEX	
20.	Pen MRP 30/-	MONTEX	
21.	Pencil	NATRAJ	
22.	Eraser	NATRAJ	

23.	CD Marker	DOMS	
24.	Pencil Battery AAA	EVEREADY	
25.	Pencil Battery AA	EVEREADY	
26.	Punching Machine Double	KANGARO	
27.	Punching Machine Double Heavy duty	KANGARO	
28.	Punching Machine Single	KANGARO	
29.	Room Air Freshener (Spray) 125gm/234ml	AMBIPURE	
30.	Scissors 12" Plastic handle	GODREJ	
31.	Scissors 6" Plastic handle	GODREJ	
32.	Sketch Pen (Pkt. of 10)	CAMEL	
33.	Stamp Pad 8CMx12CM	CAMLIN	
34.	Stamp Pad INK 100mL	CAMLIN	
35.	Stapler Pin MEDIUM 24/6	KANGARO	
36.	Stapler Pin SMALL NO-101M	KANGARO	
37.	Stapler Pin BIG 26/10	KANGARO	
38.	Sticky Pad (3"x3")	ODDY	
39.	Sticky Pad (4"x4")	ODDY	
40.	TAG (50 Nos.) 5.5 inch white thread	Local	
41.	Towel for Chair (88x175cm.)	Bombay Dyeing	
42.	Towel for Hand (16"x24")	Bombay Dyeing	
43.	Writing Pad 5 subject, Pages 300 size 14x21.6cm. Spiral	LUXOR	
44.	Hard Board File with Lace		
45.	Envelop 90GSM White Paper with single colour printing (Size: 12.5CMx28CM)		
46.	Envelop 90 GSM Yellow Paper with single colour printing & inner side		

	lamination(Size:25 CMx30CM)		
47.	Acid for Sanitary use(1Lt. Bottle)	Local	
48.	Broom (Alandhu Jhadu)	Local	
49.	Broom big size(Phul Jhadu)	Local	
50.	Broom big size(Khadika Jhadu)	Local	
51.	Bucket15LT.	CELLO	
52.	Mug		
53.	Notice Board Pin		
54.	Wood Handle Pin		
55.	Cello Tape Dispenser		
56.	Curtains		
57.	Table Cloth		
58.	Pen Stand / Pen Holder		
59.	Scale / Roller		
60.	Calling Bell CordLess with remote	Anchor	
61.	LED Bulb 9 Watt	Syska	
62.	LED Bulb14 Watt	Syska	
63.	Tissue Paper(SheetSize- 18cmx20cm)-2ply	Premier	
64.	Tissue Paper(Sheet Size- 27cmx30cm)-1ply	Premier	
65.	Door Mat plastic Grass type(rate per sq.ft)	Local	
66.	Door Mat Stick-4ft (rate per no.)	Local	
67.	Dustbin100LT.with Swinging Cover (Plastic)	Local	

68.	Dustbin 10LT.(Plastic)	Local	
69.	Dustbin10LT.withfootoperatedcover(Plastic)	Local	
70.	ExtensionCord5Mtrwith5sockets	Cona/Anchor	
71.	Harpic 400ml.	ReckittBenckiser	
72.	Hit Spray 200ml	Godrej	
73.	Liquid soap 500ml (Bottle with spray)	Savlon	
74.	Liquid Hand Wash Refill Pouch (750ml)	Savlon	
75.	Hand Sanitizer		
76.	Lock7 Leavers with 3Keys	Godrej	
77.	Mosquito Repelling Liquid	GoodnightActive	
78.	Mosquito Repelling Machine	Goodnight	
79.	Napthalin Chocolate 200gm.	Odonil	
80.	Room Freshener: Odonil-50gm.	Odonil	
81.	Air Freshener: Glade Lemon Gel 70gm.	Johnson	
82.	Air Freshener: Power Pocket (Pkt.of5)	Aer	
83.	Car freshener with Diffuser	Aer	
84.	Car freshener refill	Aer	
85.	Phenyl (1LtBottle)	Nimyle(White)	
86.	SutuliBondle(250gm)Jute	Local	
87.	Towelforvehicle	BombayDying	
88.	TubeLight 40WATT-4ft	Philips/Bajaj	
89.	FloorWiperwithStick(5')	Local	

90.	Floor MOP(Pochha)withStick(5')	Local	
91.	Lain handbrush plastic	Local	
92.	Basin Handbrush plastic	Local	
93.	BiodegradableGarbageBags(Black,Packof120) Size:17x19Inch	Local	

SECTION - V

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
	Copy of Up to date GST Return (GSTR 38)		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Audited balance sheet and P&L Account statement (of the last three financial years i.e. 2020-21, 2021-22 & 2022-23) duly signed by a Chartered accountant		
9	Address and contact details of firm / supplier. (Local address of business place at Berhampur with contact details).		
10	TECHNICAL BID duly filled in (Covering Letter along with undertaking)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet, Profit & Loss Account for the last 3 years		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking (On original Stamp Paper of Rs.20/-) in the technical bid with the clauses mentioned in Point No.7 of Section - I		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid Form		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:
Name and Designation with Date and Seal

SECTION - VI
SERVICE AGREEMENT

(To be made on Rs.100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between, (hereinafter called as the "**Authority**") of the 1st Part and _____ its principal place of business at _____ (hereinafter called the "**Service Provider**") of the 2nd Part. **WHEREAS**

- (a) the "**Service Provider**", having represented to the "**Authority**" that the has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) the "**Authority**" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. The General Terms and Conditions mentioned at SECTION-I attached here to shall be deemed to form an integral part of this Contract:
2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.
3. **Mode of Payment:** The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.
4. This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

5. **Now this agreement witnesses as below:-**

- a) That in consideration of the payment to be made by the "**Authority**" to the "**Service Provider**", the "**Service Provider**" hereby agrees with the "**Authority**" to provide manpower resources to be engaged in the [*Insert the location*] in conformity with the provisions of the terms and conditions of the contract.
- b) That the "**Authority**" hereby further agrees to pay the "**Service Provider**" the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid upto_____.

For and on behalf of [Tender Inviting Authority]

Witness1:

Witness2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness1:

Witness2: