

OFFICE OF THE DISTRICT JUDGE, GANJAM, BERHAMPUR

Phone: (0680) 2290444 / 2233470, e-mail: pes.ganjam-od@gov.in

INVITATIONS FOR BIDS

Bid Identification No. DCGJM/02/22-23

Date 03.02.2023

1. Sealed tenders from intending bidders are invited for supply of the following articles with the specification as mentioned therein. The sealed Tenders will be received latest **by 04.00 pm on 14.02.2023** and will be opened at **04.30 P.M on 14.02.2023** in presence of the available Tenderers or their authorized agent. The Bidders must superscribe the words **“TENDER FOR SUPPLY OF COPIER PAPER”** (in bold capital letters) on the sealed cover.

Sl. No.	Description of items	Quantity
1	<u>Copier Paper</u> Brand & Model: JK Copier (Red) Specification: A4 Size, 75 GSM Brightness: 93% ISO No. of sheets in one packet: 500 sheets Conforming to IS: 14490:2018	2000 packets

2. The price offered shall be **inclusive of all taxes and charges**, if any. All bid offers must be accompanied by an **Earnest Money Deposit (E.M.D.) amounting to Rs. 1,000/- (Rupees One Thousand) only** by way of **Demand Draft** in favour of **“Registrar, Civil Courts, Berhampur” payable at “Berhampur”**. The tender received without deposit E.M.D. and beyond the stipulated time frame will not be taken into consideration.
3. The detail Bid document, product specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents **will be available and can be downloaded** from the Website: <https://districts.ecourts.gov.in/india/odisha/ganjam/tender> from **11.00 A.M of 04.02.2023 to 03.30 PM of 14.02.2023**.
4. The interested bidders must submit their offers in sealed cover superscribing the words **“TENDER FOR SUPPLY OF COPIER PAPER”** (in bold capital letters) and addressed to the **“Office of the District Judge, Courtpetta, Berhampur, Ganjam-760004** either by Registered Post/ Speed Post/ Dropping in tender box kept in the **Process Establishment Section, District Court, Berhampur** in person up to **04:00 P.M. of 14.02.2023**.
5. Bids received shall be opened at **04.30 P.M on 14.02.2023** in the office of the District Judge, Ganjam in the presence of the bidders or their authorized representatives. In case the evaluation process is not completed on 14.02.2023, the process of evaluation shall be continued on subsequent dates, which shall be intimated to the Bidder or his/her authorized representative, who would be present on 14.02.2023.
6. Other details can be seen in the bidding documents.
7. The Addendum / Corrigendum, if any, will be hosted in the website only.
8. The authority reserves the right to cancel any or all bids without assigning any reason.

By order
District Judge, Ganjam at Berhampur

Sd/- S. K. Mishra
Registrar
Civil Courts, Berhampur

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

(A) INSTRUCTION TO BIDDERS

1. The interested tenderer must superscribe the words “**TENDER FOR SUPPLY OF COPIER PAPER**” (in **bold capital letters**) on the sealed cover while submitting the tender and should be addressed to “**Registrar, Civil Courts, Berhampur**”.
2. The aforesaid tender should be dropped into the Tender Box kept in the **Process Establishment Section, District Court, Berhampur** or the same will be received through registered Post/Speed Post up to **04:00 P.M. of 14.02.2023**. The bids sent through E-mail shall not be acceptable. The bids will not be accepted beyond the schedule date and time.
3. The sealed tenders enclosing the offer letter as per the proforma in Annexure-II & III along with required documents should reach this office by **04.00 P.M. on 14.02.2023**. The bids received after the stipulated time shall also be summarily rejected.
4. The received sealed tenders will be opened on **14.02.2023 at 04.30 P.M.** in presence of the Competent Authority, available tenderers or their authorized agents. The authorized representative (only one person per bidder) will be permitted to remain present at the venue of opening of bids.
5. The Bids shall be rejected, if information given therein is found to be false, incorrect or incomplete in any manner whatsoever at any stage prescribed in the tender. Should any ineligibility detected, then no correspondence thereof shall be entertained.
6. The Authority shall not be responsible for any delay in submission of bids and later bids shall summarily be rejected.
7. The tender form is non-transferable.
8. The bidder shall have valid GST registration certificate and latest GST filing report if any.
9. The bidder shall have a firm registration.
10. The bidder shall have valid PAN card.
11. Rate quoted shall be inclusive of all taxes and charges if any and deliverable at District Court, Berhampur, Ganjam. The Authority will not pay any extra charge for transportation of the products to its campus.
12. The selection shall be on basis of price quoted for the same subject to verification of required documents and specifications of the articles as called for. Any deviation in quality of supplied item from the approved sample shall lead to penalty or termination of the rate contract or both.
13. The delivery of the articles should be completed within 15 days of award of tender.
14. **Payment:** No advance payment will be made by the Authority inviting tender. However, Part/Full Payment shall be made after complete delivery of articles and after due inspection by the Authority.
15. The authority reserves the right to cancel any or all bids without assigning any reason.
16. **The decision of the District Judge, Ganjam on any disputes arising out of the bidding process or during the execution of the work shall be final and binding.**

(B) DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER:

Sealed Cover must contain the following documents, failing which the bid will be summarily rejected.

1. EMD and offer price in the manner specified in Annexure-II in the Notice for Invitation of Bids.
2. Self-attested copy of GST Registration Certificate of the firm and latest GST filing report, if available.
3. Self-attested copy of PAN card of the firm/bidder issued under Income Tax Act.
4. Self-attested copy of Valid Registration No. of the Agency/Firm.

Name, Seal and Signature of the Bidder

Registrar, Civil Courts, Berhampur

(C) ELIGIBILITY CRITERIA FOR BIDDERS

1. The bidder must not have been black listed by any Central or State Govt. Institution. The bidder must furnish an affidavit duly sworn in before the Notary Public in this regard along with the bid documents.
2. The bidder must have valid service tax registration certificate, PAN card GST certificate and in case of a company, it must have a valid certificate of incorporation.

(D) TERMINATION FOR DEFAULT

1. The Authority inviting bids may without prejudice to any other remedy for breach of contract, by short written notice of default sent to the contractor, terminate this contract in whole or in part,
2. If the successful bidder found to have made any misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
3. If record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc. found; and/or
4. If the contractor is indulged in any unlawful & corrupt means in obtaining bids.
5. If being blacklisted their registrations by the competent authority.

(E) EMD/ BID SECURITY

1. The Bid must be accompanied by an Earnest Money Deposit (EMD) of Rs.1,000/- (Rupees One Thousand) only by way of Demand Draft from any Nationalized Bank in favour of “**Registrar, Civil Courts, Berhampur**” payable at “Berhampur”.
2. The Bid shall be declared non-responsive and shall be rejected if submitted without an acceptable EMD/ Bid Security.
3. The bid Security of unsuccessful bidders will be returned within 15 days from the date of finalization of the tender.

(F) THE BID SECURITY MAY BE FORFEITED

1. If the bidder withdraws the bid after opening of the bid but within the period of validity.
2. If the Bidder seeks any revision of rates or backs out of the bid claiming for not having referred to any or all documents provided in the Bid by the Officer inviting the Bids.
3. If the Bidder fails to submit the original documents with in the stipulated date pursuant to clause 2.

(G) VALIDITY OF THE TENDER

1. The tender shall remain valid for a period of 30 days from the date of opening of the tender.
2. The tenderer/bidder shall sign at the bottom of each page of the tender documents.

(H) PROCESS TO BE CONFIDENTIAL

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the officer inviting the bid, processing of bids or award decisions may result in the rejection of his bid.

(I) AWARD CRITERIA

1. The contract will be awarded to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated price.
2. Competent Authority i.e. the District Judge, Ganjam reserves the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.

(J) OPENING AND EVALUATION

Bid opening dates have been specified in the Notice for Invitation of Bids or can be extended vide corrigendum.

(K) FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of nature, hereinafter referred to "eventuality", provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non- performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or ceased to exist. In case of any dispute, the decision of the District Judge, Ganjam at Berhampur, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such, eventuality for a period exceeding 30 days, either party may at its option, terminate the contract provided also that if the contract is terminated under this clause the Purchaser shall be at liberty to take over from the Contractor at a price to be fixed by the Purchaser, which shall be final, all unused, undamaged and acceptable materials, brought out components and other stores in the course of manufacturer which may be in the possessions of the Contractor at the time of such termination, or such portion thereof as the Purchaser may deem fit except such material as the Contractor may, with the concurrence of the Purchaser, elect to retain.

ANNEXURE-II**PROFORMA FOR OFFERING RATES FOR SUPPLY OF COPIER PAPER**

AMOUNT OF EARNEST MONEY	Rs. Rupees
PARTICULARS OF DEMAND DRAFT	No. Date Bank Branch.....
NANE OF THE BIDDER.	
ADDRESS*	
CONTACT NO.*	
EMAIL ID	

**(Address should be complete and supported with proof). The bidder should always be available for necessary communications at the given address and contact number.*

1. I/We submit my/our quotation for the **“Tender for Supply of Copier Paper”** of the **following items (as per specifications of articles given in Tender Notice):**

Sl.No.	Description of items**	Rate per packet	Quantity
1			

*****(Specification of articles should be as specified in the Tender Notice.)***

2. I/We have very carefully read the terms and conditions of the offer, particularly, regarding earnest money and agree to abide by these in letter and spirit. The decision of the District Judge, Ganjam at Berhampur on any dispute arising out of the offer shall be binding on me/us.
3. I/We agree to the forfeiture of the earnest money if I/We fail to comply with all or any of the terms and conditions in whole or in part as laid down in **Annexure-I** in the tender invitation which would constitute and have force of a contract between me/us and the establishment of District Judge, Ganjam at Berhampur if I/we am/ are declared a successful bidder.

Place: _____

Date: _____

Signature & Seal of bidder

ANNEXURE -III**On the letterhead of the vendor/Contractor/supplier Details**

Date:

To

**The District Judge,
Ganjam at Berhampur
District- Ganjam (Odisha)**

Sir,

I/We hereby give my/our consent to accept the related payment of our claims/bills from the District Judge, Ganjam, at Berhampur through Cheques or Internet based online E-payments system at the sole discretion of the District Judge, Ganjam at Berhampur. Our Bank Account details of the said purpose are as under:

A. Vendor Details	
1. Name (as per the Bank Record)	
2. Address	
3. PAN No.	
4. GST No.	
5. E-mail ID	
6. Mobile Number	
B. Particulars of Bank Account	
1. Bank Name	
2. Branch Name/Branch Code	
3. Branch Address	
4. 9 Digit MICR No. of Bank and Branch (As appearing on the cheque)	
5. Account Type (Saving/Cash/ credit/Current)	
6. Account Number (as appearing on the cheque book)	
7. IFSC Code of the Branch (For RTGS)	
8. IFSC Code of the Branch (for NEFT)	

I/We hereby declare that the particulars given above are correct and complete as per record. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Institution responsible.

Date:

Signature & Seal of Authorized Signatory of the firm

Encl.:

1. Photocopy of cheque duly cancelled
2. Copy of PAN Card
3. Copy of GST Registration Certificate

Name, Seal and Signature of the Bidder**Registrar, Civil Courts, Berhampur**

OFFICE OF THE DISTRICT JUDGE, GANJAM, BERHAMPUR**SHORT TENDER NOTICE*****Bid Identification No. DCGJM/02/22-23*****Date: 03.02.2023**

Sealed tenders from intending bidders are invited for supply of the Copier Paper to the District Court, Ganjam at Berhampur. **The sealed Tenders should reach this office latest by 03.30 pm of 14.02.2023.**

The detail Bid document, product specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents are available on District Court Notice Board and can also be downloaded from the Website: <https://districts.ecourts.gov.in/india/odisha/ganjam/tender> until 03.30 PM of 14.02.2023.

By order
District Judge, Ganjam at Berhampur

Sd/- S. K. Mishra
Registrar
Civil Courts, Berhampur