Government of Odisha Home (SGH) Bhubaneswar

TENDER CALL NOTICE

No. SGH(S)-14/2016. 3442

/SGH— Dt 24.09.2016

Sealed bids are invited from reputed Suppliers/Wholesalers of Odisha for supply of grocery, housekeeping, vegetables and fruit items etc for use by the State Guest House, Bhubaneswar.

The sealed bids in original should reach the undersigned on or before October 20, 2016 by 01.00 PM with all credentials/documents as per the terms and conditions of the tender document and will be opened by the Tender Committee on the same day at 4 PM in the presence of the bidders or their authorised representatives. The tender documents can be obtained from the Reception counter, State Guest House on payment of Rs.100/- (Rupees One Hundred) only by eash till 05.00PM of October 19, 2016.

The terms and conditions of the tender document can also be accessed from our website www.homeodisha.gov.in.

Manager, SGH, Bhubaneswa

Memo No 3443 /SGH.

Date 24.09.2016

Copy forwarded to the Deputy Director(Publication), I & PR Dept with request to publish the above tender call notice in two leading Odia daily for one day by 07.10.2016.

Manager, SGH, Bhubaneswar

Memo No 3444

/SGH.

Date 24.09.2016

Copy along with a copy of tender document forwarded to the NIC Coordinator, Home Dept with a request for placement of the same in the Home Dept website.

Copy to the Notice Board/Reception, State Guest House, Bhubaneswar for information.

Manager, SGH, Bhubaneswar

Tender Paper (For Grocery & Housekeeping items) GENERAL INFORMATION ABOUT THE TENDERER

1.	Name of the Tenderer (Firm), Full address Telephone No & fax Number:		-	
2.	Constitution of the Firm, whether Company, Partnership or Individual. Give the name of Proprietor or active Partner or Managing Director, as the case may be.		N.	
3.	Whether the firm is registered for Business under shops & establishment Act. If registered, enclose the Authenticated copy of Certificate of Registration:	; •		
4.	Date of starting the business:			
5.	The details of EMD deposited:			
6.	Copies of Income Tax Returns/ Service Tax Returns from 2013-14 to 2015-16:			
	Certified that the above stated information is true to the best of my	knowledge.		

Tender Paper (For Grocery & Housekeeping items) TERMS AND CONDITIONS OF TENDER

- 1. Tender documents including the terms and conditions shall be submitted in the prescribed forms which can be purchased from the office of the undersigned on payment of Rs.100/- (Rupees One Hundred) only.
- 2. The rates quoted shall be inclusive of all the taxes and shall remain in force initially for 06 (Six) months from the date of communication of acceptance of bid. The period of contract may be extended after the initial period of 06 months is over with mutual consent subject to satisfactory performance during the contract period and price of the articles shall be decided after survey of the market price. However the extension would be maximum for three years (with 06 month intervals in each case) on the same terms and conditions of initial period.
- 3. The firm will supply the items, as indented, within one week on the stipulated day & time or as directed by Manager, State Guest House. No extra payment shall be made for occasional emergent indents. Delivery will be made at the Store Section of State Guest House, Bhubaneswar. In case of delay in delivery, the items will be purchased from local market and the loss suffered by State Guest House, if any, shall be payable by the Party who will be selected for supply of the items.
- 4. The items supplied should be in accordance with quality requirement specified in the format prescribed for quoting rates.
- 5. All tenderers shall submit **EMD** of **Rs.10,000.00/-(Rupees Ten Thousand)** only in the shape of National Saving Certificate to be pledge before the Manager, State Guest House. It will be returned as such in case of unsuccessful tenderers, but shall be retained in case of successful tenderers during the contract period and thereafter it shall be refunded subject to the satisfactory supply of the items.
- 6. Rates quoted otherwise than in the prescribed format shall not be considered. The prescribed quality requirements are non-negotiable.
- 7. Tenderers may submit the tenders for all the items mentioned in the lists as at Annexure A & B.
- 8. The indents of the required items shall be given in writing which will be prepared by the Storekeeper and counter signed by the Manager. The delivery challan shall be prepared in triplicate in the prescribed format by the supplier, and after receiving the materials in good condition (quality & quantity) by the storekeeper, the same shall be approved & countersigned by the AM (P&S)/Manager, State Guest House. The original delivery challan will be returned back to the supplier for enclosing the same with his bills. The second & third copy shall be retained by Store Section. The signatures on all the copies shall be in ink, carbon paper shall not be used for signatures.
- 9. The quality and quantity shall be checked up by the Manager, State Guest House, Bhubaneswar or his representative at every time of supply at delivery point. The Sub-standard supplies, not conforming to the prescribed quality requirement and to the samples shall be rejected at the risk, responsibility and cost of the supplier. Decision of the Manager, SGH either for acceptance or rejection of the items shall be final and binding. The tenderers shall produce the samples of all non branded items for verification before the Tender Committee at

- the time of opening of tenders. Samples of selected items shall be retained. The selected tenderers shall supply those items strictly as per samples.
- 10. The supplier will submit the bills periodically in triplicate. The original copy of delivery challans shall be enclosed with the bills. The payment will be made after drawl of the billed amount from Treasury.
- 11. This tender document shall be treated as the agreement in case of successful bidder. No separate agreement shall be executed.
- 12. Branded items shall be supplied within two months of production / packaging as printed on the body of the packets. In case of items whose date of expiry is within two months from the date of production / packaging the supply shall be made within 15 days of production / packaging.
- 13. The rates offered by the tenderers and acceptance by the State Guest House, Bhubaneswar will remain valid for a period of 06 months, thereafter these may be reviewed at the time of renewal of the contract provided any major changes occur or Govt. decision affecting pricing etc. However, this can be done only with the permission of the Principle Secretary to Govt, Home Dept or any other Officer authorised by him.
- 14. All disputes shall be subject to jurisdiction of Civil Courts of Bhubaneswar and High Court of Orissa.
- 15. A copy of VAT clearance certificate shall be submitted with the tender paper.
- 16. All Original documents shall be produced before the Tender Committee at the time of opening of tenders for verification.

I accept the above terms and conditions.

Signature of the Tenderer with date & Seal.

Tender Paper

SI No	s of the Grocery items with	Brand Name	(Annexure – Unit for which rate is to be quoted	Rate quoted by the Tenderer (inclusive VAT)	VAT percentage
(1)	(2)	(3)	(4)	(5)	(6)
1	DUDH MALEI RICE	Good quality	25kg pkt		
2	DEHRADUN RICE	Kohinoor(TrophyRoyal)	1kg pkt		
3	ARHAR DAL	Good quality	50kg pkt		
4	BUTA DAL	Good quality	1kg pkt		
5	BIRI DAL	Good quality	500gms pkt		
6	RAJMA	Good quality	1kg		
7	MINERAL WATER	Aquafina (Pepsi)	1lt btl 500ml		
8	ATTA	Sarabati/ Ashirbad	5kg pkt		
9	MAIDA	Good quality	1kg pkt	•	
10	BESAN	Gruhasti	lkg pkt	1	
11	SUJI	Good quality	1kg	R. San	
12	REFINED OIL	Nature fresh	15ltr jar	- Ar	
13	MUSTARD OIL	Engine/Double Hiran	1 lt		
14	VANSPATI	Dalda	1kg	,	
15	PURE GHEE	Devi/OMFED	1kg	,	
16	KHAJRA	Good Quality	500gms		
17	ALMOND	Good quality	1kg		
18	CASHEWNUT (BROKEN ¼ SIZE)	Good Quality	1kg pkt		
19	CASHEWNUT (WHOLE)	180 count	1kg pkt		
20	KISMIS	Good quality	1kg		
21	HALDI (P)	MDH	500grm		
22	JEERA(P)	MDH	100gms pkt		
23	DHANIA(P)	MDH	100gms pkt		
24	CHILLY (P)	MDH	500grmpkt		
25	CURRY POWDER	MDH	100gms		
26	SAMBAR POWDER	MDH	100gms		
27	BAKING POWDER	Weik Field	100gms		
28	PEPPER POWDER -WHITE	William	200gms		
29	PEPPERPOWDER- BLACK	Gruhasti	100 gms		
30	CHANA MASALA	MDH	100gms		
31	CHAT MASALA	MDH	100gms		
32	KESURI METHI	MDH	25gms		
33	HENGU	Ramdev	50gms		
34	TEMPERING	Gruhasti	100gms pkt		
35	BADI	Good quality	100gms pkt		
36	PAMPAD	Lizzat	200gms pkt		
37	SALT	Tata	1kg pkt		

1	2	3	4	5	6
38	TEA (RED LEVEL)	Brooke Bond	500gms pkt		
39	TEA(GR)	Lipton	250gms pkt		
40	COFFEE	Nescafe	500gms pkt		
41	SUGAR	Good quality	50kg pkt		
42	SUGAR CUBE	Daruawala	500gms pkt	-	
43	BUTTER	Amul	500gms pkt		
44	JAM	Kissan	1000gms bottle		
45	CORNFLOOR	Weikfield	500gms pkt		
46	TAMATO SAUCE	Kissan/ Maggi	1 Kg btl		
47	CHILLY SAUCE	Singchuang	700ml btl		
48	VINEGAR	National	1lt btl		
49	SOYA SAUCE	National	750gms btl		
50	WORSTERSHIRE SAUCE	National	500gms btl	*	
51	TAMATO PUREE	Kyties/Morton	825gms tin	•	
52	CORNFLEX	Kellogs	500gms pkt	1.5	
53	DIGESTIV BISCUIT	Britania	200gms		u ·
54	BISCUIT(GD)	Britannia	60gms pkt.	>4	
55	BISCUIT (TOP)	Biscfirm	200gms pkt		
56	BISCUIT (THIN ARR.)	Britannia	300gms pkt	J4 € -	
57	BISCUIT (SALT)	Britannia	135gms pkt	*	
58	CUMIN SEEDS	Good quality	lkg pkt		
59	MUSTARD SEEDS	Good quality	1kg pkt		
60	POSTAK	Gruhasti	500gms pkt		
61	CHARMAGAJ	Good quality	1Kg		
62	JAYATRY	Good quality	100gms		
63	PEEPERCORN	Good quality	500gms		
64	SAHAJEERA	Good quality	100gms		
65	SAHAMARICHA	Good quality	100gms		
66	JAIPHALA	Good quality	100gms		
67	LABANGA	Good quality	100gms		
68	TEJA PATRA	Good quality	500gms		
69	RED CHILLY	Good quality	1kg Pkt		
70	GUJURATI	Good quality	1kg		
71	ALICHA	Good quality	lkg		
72	DALCHINI	Good quality	1kg		
73	KABABCHINI	Good quality	100gms		
74	CREAM	Amul	200gms		
75	PINEAPPLE SLICE	Kytis/moton	825gms tin		
76	CHERRY	Kytis/moton	825gms tin		
77	FRUIT COCKTAIL	Kytis/moton	825gms tin		
78	SWEET CORN PL	Crown/moton	450gms tin		
79	MUSHROOM TIN	Kytis/moton	825gms tin		

1	2	3	5	5	6
80	JALJEERA	MDH	100gms		
81	FOOD COLOUR	Bush	75gms		
82	AJINAMOTO	Good quality	500gms		
83	PANAMADHURI	Good Quality	100gms pkt		
84	SOUNF(CHAKRISH)	Good Quality	100gms pkt	-	
85	BLACK SALT	Good quality	100gms pkt		
86	PICKLE	Nelon/ Priya	5kg		
87	SAFAL MOTOR	frozen	1kg		
88	BREAD CRUM	Essar/ Sajitha	1kg pkt		
89	ESSENCE	Dabor	20ml btl.		
90	JUICE	Tropikana/Real	1 lt		
91	CHEESE	Amul	200gm		
92	ROSE WATER	Dabur	200ml		
93	ТООТН РІСК	Crown	1pkt (100pc)		
94	SUGAR CANDI	Good Quality	100grm		3
95	PAPER NAPKIN	Good quality	100ps		37 37
	PAPER PKTS				j. jage
96	SIZE 10"X10"X3"	Good quality	Per pc		
97	8"X8"X3"		Do	, t	
98	5"X5"X3"		Do	*	
	ALMUNIUM. CONTAINER				
99	100ML CAPACITY		Per pc		
100	250ML		Do		
101	500ML		Do		
102	750ML		do		
103	AL FOIL ROLL		1pkt (90mts)		
104	SOLID FUEL		1tin (15kg)		
105	RUBBER BAND		1kg		

- In those cases where brand name is not mentioned firm has to submit sample of the items and brand name with the tender papers.
- In those cases where unit is not mentioned firm has to indicate the same with the rates.
- Tendrere should sign in all pages of price bid.

	Signature	of t	he T	Γend	lerer
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Date:

Annexure-B

<u>Tender Paper</u>

List of the of Housekeeping and sanitary items with detail specifications

SI No	Item Name	Unit for which rate is to be quoted	Brand name	Rate quoted by the firm (inclusive VAT)	VAT percentage
1	2	3	4	5	6
1	Washing powder	1 Kg	Surf/Ariel/Tide		
2	Washing Powder	1Kg	Vim		
3	Washing soda	1Kg	Tarzon/Lion		
4	Laundry starch	200/400gms	Revive		
5	Ujala liquid	500ml			
6	Bleaching powder	500gms	Swastik		
7	Hand Wash Liquid soap	1lt/ 500ml	Dettol		
		1lt/ 500ml	Lizol	*	
8	Toilet Soap	20gms	Nirma/medimix		
9	Soap	Big	Lux		3
10	Phenyl (Black)	500ml	Ox/Doctor		VEN.
11	Phenyl (white)	1lt	Sanitol		
12	Dettol	500ml		£ €	,
13	Toilet paper Roll	2 ply 1 pkt	Safex	• •	
14	Odonil	50-75 gms		·v	
15	Brasso	200ml			
16	Harpic	500ml			
17	Napathaline Ball	1kg pkt	Kingson		
18	Baygon spray	1 lt			
19	Colin spray	500ml			
20	Room Freshner	200ml	Riya/Lovin/Rico		
21	Phool Jhadu	Large size	Santoshi		
22	Coconut Jhadu	Large Size			
23	Gyamacine	500gms	-	17.74.14.44.44.44.44.44.44.44.44.44.44.44.44	
24	Plastic Bucket	18lts	Cello/Bright		40.
25	Plastic Mug	1lt	Do		
26	Spray pump	Handy tin	Bayor		
27	Floor polish	1kg	Monsoon		
28	Coir hand brush	9"			
29	Coir platform brush	18"			
30	Godrej lock	6 liver			
31	Comod brush		Harpic		
32	Waste paper box (plastic) White		Cello		

1	2	3	4	5	6
33	Mosquito Mat	30Pc(1pkt)	Goodnight		
34	Mosquito repelant machine		All Out / Good knight		
35	Mosquito repelant liquid	45nights	All Out / Good knight		
36	Pesticide Spray	200ml	Hit/Baygon		,
37	Floor duster	Extra large			
38	Floor Mop cleaner	Large			
39	Candle	20"X6"	Prava/Sunbright		
40	Pencil Battery	for AC/ TV Remote	Eveready/Novino		
41	Pencil Battery	For wall Clock	Eveready/Novino		
42	Tourch Battery		Eveready/Novino		
43	Refile (Thermos)	1lt/500ml	Eagle/Milton ,		
44	Table astry	large	Oswal / premium		
45	Water Jug (Vacuum)	1lt	Milton/Eagle		
46	Glass Tumbler	250ml	Yera		
47	Hanger (wood)	Large size	Super		્રિફેર્ગ .
48	Carbolic acid	500ml	Phenol		*
49	Duplicating Book	1/8 size			
50	Register(Rolling)	34Nos /24Nos	:	,	• 4
51	Stock Register	do			

• In those cases where brand name is not mentioned the firm has to submit sample of the items and brand name with the tender papers.

Tendrere should sign in all pages of price bid.

Signature of the Tenderer

Tender Paper (For vegetables & Fruits) GENERAL INFORMATION ABOUT THE TENDERER

1.	Name of the Tenderer (Firm), Full address Telephone No & fax Number:			•	
2.	Constitution of the Firm, whether Company, Partnership or Individual. Give the name of Proprietor or active Partner or Managing Director, as the case may be.	• *	· · ·	N	
3.	Whether the firm is registered for Business under shops & establishment Act. If registered, enclose the Authenticated copy of Certificate of Registration.	:	•	gen († 1747) Marie (
4.	Date of starting the business:				
5.	The details of EMD deposited;				
6.	Copies of Income Tax Returns/ Service Tax Returns from 2012-13 to 2014-15:				
	Certified that the above stated information is true to the best of m	y knowl	edge.		

Full Signature of the Bidder with date &seal.

Tender Paper (For vegetable & Fruits) TERMS AND CONDITIONS OF CONTRACT

- 1. The rates quoted shall be inclusive of all the taxes and shall remain in force initially for 06 (Six) months from the date of communication of acceptance of bid. The period of contract may be extended after the initial period of 06 months is over with mutual consent subject to satisfactory performance during the initial period and after survey of market price. However the extension would be maximum for three years on the same terms and conditions of initial year.
- 2. The firm will supply the items, as indented, on the stipulated day & time or as directed by Manager, State Guest House. No extra payment shall be made for occasional emergent indents. Delivery will be made at the Store Section of State Guest House, Bhubaneswar. In case of delay in delivery, the items will be purchased from local market and the loss suffered by State Guest House, if any, shall be payable by the firm.
- 3. The item supplied should be in accordance with quality requirement specified in the format prescribed for quoting rates.
- 4. Rates quoted otherwise than in the prescribed format shall not be considered. The prescribed quality requirements are non-negotiable.
- 5. The quality and quantity shall be checked up by the Manager, State Guest House, Bhubaneswar or his representative at every time of supply at delivery point. The Sub-standard supplies, not meeting the prescribed quality requirement, shall be rejected at the risk, responsibility and cost of the supplier. Decision of the Manager, SGH either for acceptance or rejection of the items shall be final and binding.
- 6. The indent of the required items shall be given either telephonically or in writing which will be prepared by the Storekeeper and countersigned by Astt. Manager (P&S)/ Manager, SGH. The delivery challan (D.C.) shall be prepared in triplicate in the prescribed format by the Supplier and produced the same along with the materials during each supply. After receiving the materials in good condition (quality and quantity) by the Storekeeper the same shall be approved and countersigned by the Astt. Manager (P&S)/ Manager, S.G.H or the person authorised by the Manager, State Guest House. The original D.C. will be given to the Supplier for enclosing with his bills, the second & the third, copy shall be retained by Store Section. The signatures on all the copies shall be in ink, carbon paper shall not be used for signatures.
- 7. The supplier will submit the bills periodically in triplicate. The original copy of delivery challans shall be enclosed with the bills. The payment will be made after drawl of the billed amount from Treasury.
- 8. The bidder will submit **EMD** of **Rs.** 5000.00(Rupees Five Thousand) only in the shape of National Saving Certificate to be pledge in favour of Manager, State Guest House. It will be returned as such in case of unsuccessful bidders, but shall be retained in case of the successful bidder and shall be returned on expiry of this contract subject to satisfactory supply of the items.
- 9. This tender document shall be treated as the agreement in case of successful bidder. No separate agreement shall be executed.

- 10. The rates offered by the tenderers and acceptance by the State Guest House, Bhubaneswar will remain valid for a period of 06 months, thereafter these may be reviewed at the time of renewal of the contract provided any major changes occur or Govt. decision affecting pricing etc. However, this can be done only with the permission of the Principle Secretary to Govt, Home Dept or any other Officer authorised by him.
- 11. All disputes shall be subject to jurisdiction of Civil courts of Bhubaneswar and High Court of Odisha.
- 12. A copy of VAT clearance certificate shall be submitted with the tender papers if required.

I accept the above terms and conditions.

Full Signature of the Bidder with date &seal.

Tender Paper (For vegetable & Fruits)

FORMAT FOR QUOTING THE RATES INCLUDING ALL TAXES AND TRANSPORTATION CHARGES

Sl No	Name of the vegetables / fruits	Quality Requirement	Rates Per kilogram
1	(2)	(3)	(4)
1	Potato (Cold storage)	Hard. No harvest cuts, No green patches. Not below 2" perimeter in any direction from end to end	
2	Potato (New crop)	do	
3	Tomato (Desi)	Red & fresh. No rotten patch. size not less than 3" perimeter measured in any direction	
4	Tomato (Hybrid)	do	9.
5	Cauli Flower (Desi)	Fresh, white or off —white colour .All leaves removed from their roots in the stem. Length of stem from the base of flower not more than 2" peripheri not less than 10" at the top edge of the flower	
6	Cauli flower (Hybrid)	Fresh, white or off –white colour .All leaves removed from their roots in the stem. Length of stem from the base of flower not more than 2" peripheri not less than 10" at the top edge of the flower	79° 79° 30° € 30°
7	Mushroom	White fresh, half bloomed size should not be less than 0.5" round.	•
8	Onion	White or reddish White. Good Round Shape .No rotten or ugly or out of shape. Weight per piece not less than 100gms.	
9	Ladies finger (Desi)	Fresh, glossy green, not less than 3" long and should break when bent by finger tips	
10	Ladies finger (Hybrid)	do	
11	Brinjal (Dhiha)	Round, green or purple with thorns on stem .Must be fresh .No bad patches.	
12	Brinjal (Huda)	Long or purple .Fresh, No bad patches	
13	Brinjal (General/Palua)	Round ,green No bad patches	
14	Parwal (Desi)	Not less than 2" long. fresh, green & solid	
15	Parwal (chalan /hybrid)	do	
16	Fresh Bean (Buda)	Green, long & soft, will be tested by bending the tip. It should break in to two.	
17	Fresh Bean (Lata)	Thin in comparison .4" long, Green Softness to be tested with finger tips.	
18	Jhudanga (Desi)	Whitish green, not less than 5" long, fresh &soft	
19	Jhudanga (Hybrid)	Not more than 1 feet long. glossy, green &soft	
20	Carrot	Yellowish red, between 3" to 8" long, fresh. No bad patches	
21	Kankad (Desi)	Fresh, glossy green, least diameter, not less than ½ inch	
22	Kankad (Hybrid)	Fresh, glossy green, least diameter, not less than 3/4 inch	
23	Spinach (Palanga saga)	Fresh & green, should not be rotten, must be soft	

24	Green leaf (Koshala etc)	Fresh & green, should not be rotten, must be soft
25	Cucumber	Green & soft. Between 2" to 8" long., must be fresh
26	Pumpkin ripe (KAKHARU)	Yellowish red, matured ripe.
27	Pumpkin (Green)	Light yellow without rough base
28	Karela (Desi)	Maximum 2" long, glossy green fresh
29	Karela (Hybrid)	Maximum 6" long, glossy green fresh .should be hard and break when bent by force
30	Lemon (Kagaji)	Lemon Yellow, Not rotten .least diameter between ³ / ₄ inch to 2".
31	Ginger (Plain)	Grey, No rotten patches
32	Ginger (Ambakasi)	White, No rotten patches
32	Garlic	White, Not a single stem be rotten.
33	Janhi	Deep Green & Fresh
34	Papaya (raw)	Deep Green, fresh
35	Cabbage	Deep green or off-white, fresh
36	Raddish	Red/White, Fresh 6" long and above
37	Capcicum	Deep Green, Not less than 3" round, No rotten patches.
38	Tuber	Best quality, without head portion
39	Coconut	Matured, Not less than 6" round, without fibres
40	Beet	Round without rotten patches
41	Green Banana	Fresh looking, Deep Green, Not less than 4" long
42	Green Chilly	Green & Fresh
43	Simba	Fresh & soft, Green, Not les than 2" long
44	Coriander leaf (Desi)	Fresh, Green & should not be rotten
45	Green Peas	Fresh, Soft, Green should not be rotten
46	Apple	Red/ Reddish. Ripe and sweet. looking fresh and glossy No rotten patches or moth blisters
47	Grapes	Green/Purple .Sweet , without seed
48	Ripe Papaya	Yellowish Green, 6" periphery minimum. No cut or rotten patches, looking fresh
49	Banana Ripe (Green)	Not less than 5" long and 1" diameter, looking fresh
50	Ripe Banana (Country)	Yellow, Not less than 3" long and 34" diameter, looking fresh
51	Orange (Ripe)	Yellow, Ripe and Sweet, looking fresh and glossy, no rotten patches
52	Ripe Mango (Baigana palei)	Yellow ripe and sweet, No rotten patches, weight, not less than 250gms to 350gms.each
53	Ripe Mango (Totapalei)	Yellow ripe and sweet, No rotten patches, weight. not less than 250gms to 350gms.each