

Government of Odisha

Home (SGH) Bhubaneswar


TENDER CALL NOTICE

No. SGH(S)-26/2019.

/SGH— Dt 23.09.2019

Sealed tenders are invited from reputed registered Suppliers/Wholesalers having legal existence for supply of Grocery, Toilet, Sanitary & Housekeeping materials etc for a period of six months for the year 2019-20 from the date of commencement of the agreement. The interested Suppliers/Wholesalers shall furnish their bids in original on or before 17.10.2019 by 01.00 PM with all credentials/documents as per the terms and conditions of the tender document. The tender documents can be obtained from the Reception counter, State Guest House on payment of **Rs.100/- (Rupees One Hundred)** only by cash from 10.30 AM to 5.00PM of 16.10.2019.


The terms and conditions of the tender document can also be accessed from our website www.homeodisha.gov.in. The undersigned reserves the right to accept / reject any offer without assigning any reason thereof.


23/9/19
Manager, SGH-cum-Deputy Secy. to Govt.

Memo No. /SGH.

Date 23.09.2019

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 two days by 06.10.2019


23/9/19
Manager, SGH-cum-Deputy Secy. to Govt.

Memo No.


/SGH.

3053

Date 23.09.2019

Copy alongwith 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, State Guest House, Bhubaneswar for information.


23/9/19
Manager, SGH-cum-Deputy Secy. to Govt.

Memo No. /SGH.

Date 23.09.2019

Copy forwarded to the Bhubaneswar Merchant association, B-21, Saheed Nagar, Bhubaneswar-751007 for information and necessary action.

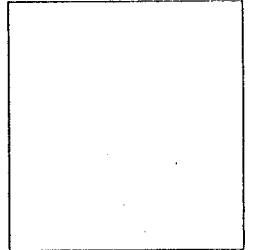

23/9/19
Manager, SGH-cum-Deputy Secy. to Govt.

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.

- 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 :
Give details of Bank Draft/DD
No, Bank Name and date:

- 6) Copies of GST returns till date:

Certified that the above stated information is true to the best of my knowledge.

**Full Signature of the Tenderer
with date & Seal.**

TERMS AND CONDITIONS OF THE CONTRACT

(For supply of Grocery, Toilet, Sanitary items and Housekeeping materials)

- 1) Sealed Tender for supply of articles such as Grocery, Toilet, Sanitary and Housekeeping materials are invited by the undersigned on behalf of the Home Department, Government of Odisha in the prescribed forms, which can be purchased from Reception Counter of State Guest House, Bhubaneswar on payment of Rs.100/- (Rupees one hundred only) by cash.
- 2) The rates quoted should be inclusive of all taxes, Excise Duty and valid for 6 (six) months or till the end of the contract period on F.O.R basis. The State Guest House shall not pay freight/delivery charges etc. for the goods to be supplied. The period of contract may be extended after initial period of six months is over, with mutual consent and subject to satisfactory performance during the contract period. However, the period of extension will be maximum for 3 (three) years on the same terms and conditions of the initial year.
- 3) There should not be any over writing and corrections in the tender. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature and date.
- 4) The lowest bidder/firm will supply the items, as intended on the stipulated day and time or as directed by the Manager, State Guest House, Bhubaneswar. No extra payment shall be made for occasional/emergent indents. Delivery needs to be made at the Store Section of the State Guest House, Bhubaneswar. In case there is delay in delivery, the items will be purchased from the local market and any loss suffered by the State Guest House in this regard shall be payable by the firm.
- 5) The item supplied should be in accordance with quality requirement as specified in the tender documents prescribed for the purpose at the time of quoting the rates. The prescribed quality requirement is non-negotiable.
- 6) The rates quoted by the bidders otherwise than in the prescribed format, shall not be considered.
- 7) The tenderer may submit the tenders for all items mentioned in the lists as at Annexure 'A' & 'B'.

- 8) The indent for required items shall be given in writing or telephonically in urgent situation and will be prepared by the Store Keeper duly counter signed by the Manager, State Guest House, Bhubaneswar. The delivery challan shall be prepared in triplicate in the prescribed format by the supplier and after receiving the materials in good condition (quantity and quality) by the Store Keeper, the same shall be approved and counter signed by the Assistant Manager (P&S)/Manager, State Guest House, Bhubaneswar. The original Delivery Challan will be returned to the supplier for submission along with his bills. The 2nd copy shall be sent to Accounts Section of State Guest House and the 3rd copy shall be retained by the Store Keeper. The signature on the body of the challan should be in ink, carbon paper shall not be used for signature.
- 9) The undersigned reserves the right to accept the tender in whole or in part with respect to all the articles mentioned in the Annexures.
- 10) On acceptance of the tender, it will become a contract and the contractor shall bound by all the terms and conditions of the tender including the provisions of OGFR.
- 11) The quality and quantity of goods/articles supplied shall be checked by the Manager, State Guest House, Bhubaneswar or his representative every time 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, State Guest House in this regard for acceptance or rejection of articles shall be final and binding.
- 12) The supplier will submit the bills periodically in triplicate. The original copy of the delivery challan should be enclosed with the bills and the payment will be made after drawal of the bills from the treasury.
- 13) The quantity of articles as indicated in the Annexures may be increased or decreased at the discretion of the undersigned without assigning any reasons.
- 14) Prior to acceptance of the tender, the undersigned reserves the right to call and verify the samples or demonstration and the supplier shall be liable to supply the sample or give the demonstration on free of cost.
- 15) The tender documents shall be treated as the agreement in case of successful bidders, if no separate agreement is executed.

- 16) The rate quoted by the supplier shall hold good up to six months from the date of agreement.
- 17) Amendment in the rate during the period of agreement to supply will not be entertained.
- 18) For branded items, if there is any free gift schemes marked in the packing, the same shall be liable to be supplied with the article on free of cost also and shall be shown in the bill.
- 19) Branded items shall be supplied within two months of its production/packing as provided on the body of the packets. In case of items, whose date of expiry is within two months from the date of production/packing, the supplies shall be made within 15 (fifteen) days of production/packing.
- 20) The rate offered by the tenderer and accepted by the State Guest House will remain valid for a period of six months. The rate will be reviewed at the time of renewal of contract provided if any major changes have taken place or Government decision affecting the pricing etc. However, this can be done only with the permission of Principal Secretary to Government, Home Department or any authorised officer.
- 21) The bidders are required to submit earnest money deposit of Rs.10,000/- (Rupees ten thousand) only in shape of an account payee bank draft payable at any nationalised bank in Bhubaneswar drawn in favour of the Manager, State Guest House, Bhubaneswar accompanied with tender documents. EMD of unsuccessful bidders shall be returned after the tender is finalised. EMD will be forfeited in the event of failure to comply with contract.
- 22) In no case the payment will be made above the maximum retail price.
 - (a) The items/articles are to be supplied in one lot without piecemeal basis.
 - (b) The GST bill / challan is to be furnished along with the supplied articles by the supplier or his representative.
 - (c) Without verification of the items/articles, the bill will not be entertained.
- 23) The State Guest House is not bound to place order for all the listed items in the tender specifications. The supply order will be placed during the approved period as per actual need of the institution and according to the budgetary provision.
- 24) The tenderer will not have any claim on this for non-procurement of items, if any, out of the approved list.

- 25) Sealed tender should invariably contain copy of the GSTIN of the firm, EMD of Rs.10,000/- in shape of bank draft and duly filled in and signed offer in Annexure 'A' & 'B'.
- 26) The terms and conditions of the tender paper must be submitted with the signature and seal of the Proprietor/Partner at every page.
- 27) The copy of the Money Receipt of State Guest House showing purchase of tender paper must also be attached to the tender documents.
- 28) The bid should be superscribed as tender for providing Grocery, Toilet, Sanitary and Housekeeping materials for the State Guest House, Bhubaneswar. The envelope shall be properly sealed and shall be dropped in the tender box on or before the last date by 1.00 PM.
- 29) The bid will be opened on 17.10.2019 at 3.30 PM in the Office of the Manager, State Guest House, Bhubaneswar. The tenderer or their representative may remain present at the time of opening of bid in the Office of the Manager, State Guest House.
- 30) In case of any dispute, the decision taken by the Principal Secretary to Government, Home Department, Government of Odisha shall be final. Tender papers which are incomplete or are not enclosed with required documents, will not be considered.
- 31) Government in Home Department or any other officer authorised by Principal Secretary to Govt., Home Department may impose any additional conditions or delete any of the terms and conditions at their discretion in the overall interest of the State Guest House, Bhubaneswar.
- 32) All disputes shall be subject jurisdiction of Civil Courts of Bhubaneswar and High Court of Odisha, Cuttack.
- 33) The competent authority reserves the right to accept/reject any bid without assigning any reason thereof.

I accept the above terms and conditions.

Signature of the Tenderer with date and seal

UNDERTAKING OF THE SUPPLIER

We M/s. agree fully with the terms and conditions specified in the documents and enclose the rate of items as per the list and specifications given by the Manager, State Guest House, Bhubaneswar in printed letterhead or form of the firm.

Signature

Name of the Proprietor

Seal of the Firm with GST No.