

**OFFICE OF THE COLLECTOR, RAYAGADA  
( GEN. & MISC. SECTION)**

Letter No. 4331/51G&M/2021

Date: 19/03/2021

**TENDER CALL NOTICE**

Sealed Tenders are invited in conformity with the Details of Tender Call Notice from the intending registers Firms / Agencies / Suppliers having valid GST Registration Certificate and PAN/TAN with up-to-date GST clearance for supply of following articles as per the approximate requirement for Collectorate, Rayagada.

Sl. No.	Name of the items	Specification	Maximum cost per unit including all taxes	Approximate Requirement
1	2	3	4	5
1	Pen ( Black Ball point )	Any brand	Rs.10/-	1100 Nos
2	Inkpad	Small size	Rs.20/-	550 Nos
3	Packing Items (Brown adhesive tape one inch wide /Gum	Small size	Rs.20/-	550 Nos
4	Note Book	Exercise Note Book A4 long size (70 pages)	Rs.25/-	1100 Nos
5	Scissors	Small	Rs. 20/-	550 Nos
6	Sanitizer	Any brand (500 ml) each	Rs. 150/-	550 Bottles
7	Gloves	Per pair	Rs.10	2170 pairs

The sealed tender be addressed to Collector, Rayagada & should reach in Gen. & Misc. Section, Collectorate, Rayagada through Registered post / Speed post only in between the office hours till 30.03.2021 by 5:30 PM) and will be opened in the presence of the tenderers or their authorized agents and members of the District Level purchase Committee on 31.03.2021 ( 11.00 AM) in the Sadbhavana Conference Hall, Collectorate, Rayagada along with the samples of the tender items for verification by tender Committee. Details regarding terms and conditions, earnest money deposit etc., can be obtained on payment of Rs. 500/- ( Rupees Five hundred) only from the office of the Collector ( Gen. & Misc. Section ) during the office hours from 19.03.2021 to 27.03.2021 in any working days towards cost of tender paper ( Non-refundable).

The same can also be down loaded from the official website <http://rayagada.nic.in> & the tender can be filled with a DD of Rs. 500/- ( Rupees five hundred ) only drawn in favour of Collector, Rayagada and payable at Rayagada towards the cost of tender papers (non-refundable) along with EMD. The tender received beyond the date and time mentioned above shall not be taken in to consideration. The authority reserves the right to reject any or all tenders without assigning any reason thereof.

  
Collector, Rayagada.

DETAILS OF TENDER CALL NOTICE  
FOR SUPPLY OF STATIONARY & OTHERS  
MATERIALS  
TO COLLECTORATE, RAYAGADA  
(GEN. & MISC. SECTION)

Issued to:

Sri / Ms.

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Collector, Rayagada,

**COLLECTORATE, RAYAGADA,  
( GEN. & MISC. SECTION)**

The Tender should be submitted following the Terms and Conditions specified here under. The sealed cover containing the Tender should be duly super scribed as follows.

“TENDER for Supply of STATIONARY AND OTHER materials to the  
office of collector, Rayagada”

**TERMS & CONDITIONS FOR OFFICE STATIONARY & OTHER MATERIALS**

- 1     **Quoting rates for  
the Items**

The rates of the materials should be inclusive of all taxes and transportation charges to the office of Collector, Rayagada.

The rate quoted will remain same till completion of one year.

Any increase in the rates during the time of supply are not permissible.

The quoted rates should be free from corrections / errors.

The rates should be quoted in the enclosed prescribed format both in figures and words. In case there is any difference in rates, the rates in figure will prevail.
- 2     **EMD**

Rs.5,000/- (Rupees five thousand) only is to be deposited along with the Tender in shape of Demand Draft in favour of Collector, Rayagada, drawn on any nationalized bank payable at Rayagada (amount refundable without interest). The EMD money shall be forfeited in the event of withdrawal of the tender once submitted or in the case of a successful bidder who fails to execute necessary agreement within the specified period.
- 3     **Samples**

The Bidders are required to produce the samples of the items quoted for verification by the District Purchase Committee members at the time of Opening of tenders. The Samples of approved items will be retained in this office till completion of the agreement.

- 4      **Security Deposit**

The successful bidder has to deposit 5% of the total Tender Cost (refundable without interest) as Security Deposit in shape of Demand Draft in favour of Collector, Rayagada drawn on any nationalized bank payable at Rayagada at the time of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily and in timely.
- 5      **Delivery of Items**

The successful Bidder will have to supply the items as per the approved specifications as indented within 07 days of receipt of Supply Order failing which the Security Deposit will be forfeited. Delivery of Procurement of Materials shall be made at the office of Collector, ( Gen. & Misc. Section),Rayagada.
- 6      **Purchase of Tender Paper**

Details regarding terms and conditions, earnest money deposit etc., can be obtained on payment of Rs. 500/- ( Rupees Five hundred) only from the office of the Collector ( Gen. & Misc. Section ) during the office hours from 19.03.2021 to 27.03.2021 in any working days towards cost of tender paper ( Non-refundable).

The same can also be down loaded from the official website <http://rayagada.nic.in> & the tender can be filled with a DD of Rs. 500/- ( Rupees five hundred ) only drawn in favour of Collector, Rayagada and payable at Rayagada towards the cost of tender papers (non-refundable)
- 7      **Place, date and time of receiving Tender**

The sealed tender papers should reach the Office of the Collector, ( Gen. & Misc. Section) Rayagada- 765001 through **Registered post / Speed Post** only during official hours on or before 30/03/2021 at 5.30 PM The authority will not be responsible for any postal delay.
- 8      **Place date and time of opening of Tender**

The tender papers will be opened at Sadbhabana Sabha Gruha Collectorate, Rayagada on 31/03/2021 by 11.00 AM in the presence of the bidders or their authorized representatives and the members of the District Purchase Committee, Rayagada.
- 9      **Certificates to be furnished along with the Tender**

The Tender should accompany attested copies of valid GST Registration certificate, up to date GST returns files and copy of PAN/TAN.
- 10     **Signing of Agreement**

The successful bidder has to sign an Agreement in non-judicial stamped paper with the undersigned within 02 days after finalization of the Tender and issuance of Acceptance Letter from Collector ( Gen. & Misc. Section), Rayagada.

11 **Payment**

Necessary payments after deduction of tax on IT & GST as per rule for the items supplied will be made to the successful Bidder after supply of the required material to the Office of Collectorate, Rayagada in good condition & as per approved samples with certification of verified officers assigned for the purpose and on submission of the Credit Bill. No extra amount over and above the rates approved by the District Purchase Committee will be paid.

12 **Other conditions**

Only one quotation should be submitted by one party

No preference will be given to any bidder or class of bidders either for price or for any other reason.

Conditional / incomplete Tenders are liable for rejection

TDS on IT & GST is applicable as per rule from time to time

The Tenders received without fulfilling the Terms and Conditions are liable for rejection.

The Collector, reserves the right to accept or reject any or all Tenders, full or part of the Tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Rayagada Jurisdiction only.

  
19/3/2017  
Collector, Rayagada.

**FORMAT FOR QUOTING RATES FOR PROCUREMENT OF MATERIALS TO BE PROVIDED  
TO THE ENUMERATORS FOLLOWING ARTICLES**

Sl. No.	Description of Goods with specification	Specification	Maximum cost per unit including all taxes	Approximate Requirement	Brand of the item quoted if any	Rate quoted per unit	
						In figures	In words
1	2			3	4	5	6
1	Pen ( Black Ball point )	Any brand	Rs.10/-	1100 Nos			
2	Inkpad	Small size	Rs.20/-	550 Nos			
3	Packing Items Brown adhesive tape one inch wide /Gum	Small size	Rs.20/-	550 Nos			
4	Note Book	Exercise Note Book A4 long size (70 pages)	Rs.25/-	1100 Nos			
5	Scissors	Small	Rs. 20/-	550 Nos			
6	Sanitizer	Any brand (500 ml) each	Rs. 150/-	550 Bottles			
7	Gloves	Per pair	Rs.10	2170 pairs			

Signature of the Bidder