

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

Letter No. 509 /G&M/2021

Date: 25 /03/2021

TENDER CALL NOTICE

Sealed Tenders are invited in conformity with the Details of Tender Call Notice from the intending registered 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	Approximate Requirement
1	2	3	5
1	Hoardings	150 Sqft. 15 ft. X 10 ft.	5 Nos
		100 Sqft. 12 ft. X 8 Ft.	14 Nos
2	Flex Banner	18 Sqft. 6 ft. X 3 ft.	3393 Nos
3	Lock & Key (Maximum cost Rs. 50/-)	Good Quality	500 Nos

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 05.04.2021 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 06.04.2021 (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 26.03.2021 to 05.04.2021 in any working day 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.

57

DETAILS OF TENDER CALL NOTICE
FOR SUPPLY OF HOARDINGS, FLEX BANNERS
AND LOCK & KEYS
FOR COLLECTORATE, RAYAGADA
(GEN. & MISC. SECTION)

Issued to:

Sri / Ms.

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 HOARDINGS, FLEX BANNERS and LOCK & KEYS to the office of Collector, Rayagada”

TERMS & CONDITIONS

- 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. 39,000/- (Rupees thirty nine thousand) only is to be deposited along with the Tender for Hoardings & Flex Banners and Rs. 500/- (Rupees five hundred) for Lock and Keys 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 Hoardings, Flex Banners and Lock & Keys as per the approved specifications as indented within 07 days of receipt of Supply Order as per details given below, failing which the Security Deposit will be forfeited.
- (i) Delivery of Hoardings (150 Sqft.) shall be installed by the successful bidder at the location as per the direction of District Administration
 - (ii) Delivery of Hoardings (100 Sqft.) shall be installed by the successful bidder at each block / ULB headquarters i.e. (14 X 1=14)
 - (iii) Delivery of Flex Banners (18 Sqft.) shall be made by the successful bidder at respect of Block/Municipality/NAC offices.
 - (iv) The subject matter which will be published in the Hoardings & Flex Banners will be provided to the successful bidder after finalization of tender.
 - (v) Lock & Key will be delivered at Collectorate, Rayagada in G & M Section within 07 days of supply order.
- 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 26.03.2021 to 05.04.2021 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 05/04/2021 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 06.04.2021 by 11.00 A.M 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.


Collector, Rayagada.

**FORMAT FOR QUOTING RATES FOR PROCUREMENT OF HOARDING, FLEX BANNERS
AND LOCK & KEYS AT DISTRICT / MUNICIPAL CORPORATION / BLOCK / G.P./ FPS/
SURVEY CENTER LEVELS FOLLOWING ARTICLES**

Sl. No.	Description of Goods with specification	Specification	Approximate Requirement	Rate quoted per unit	
				In figures	In words
1	2	3	4	5	6
1	Hoarding	150 Sqft. 15 ft. X 10 ft.	5 nos.		
		100 Sqft. 12 ft. X 8 Ft.	14 nos.		
2	Flex banner	18 Sqft. 6 ft. X 3 ft.	3393 nos.		
3	Lock & Keys (Maximum Cost Rs.50/-)	Good Quality	500 nos.		


Signature of the Bidder

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

Letter No. 510 /G&M/2021

Date: 25/03/2021

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 Hoarding, Flex Banners and Lock & Keys etc. for Collectorate, Rayagada. The details tender call notice including terms and conditions are available in the official website i.e <http://rayagada.nic.in> at the cost of rupees 500/- (Five hundred)only.

1. Last date of receipt of tender through Registered post / Speed post : 05.04.2021 up to 5.30 PM
2. Date & Time of Opening of Tender : 06.04.2021 at 11.00 AM


Collector, Rayagada.

Memo No. 511 /2021

Dated 25 /03/2021

Copy to the D.I.O., NIC, Rayagada for information and necessary action. He is requested to publish the Tender Call Notice and the Details of Tender Call Notice in the official website of Rayagada district.


Collector, Rayagada.

Memo No. 512 /2021

Dated 25 /03/2021

Copy forwarded to the Deputy Director of I & P. R (Advt.), Bhubaneswar for Information and necessary action. He is requested to publish the TENDER CALL NOTICE in two wide circulated leading Odiya dailies for one instance only within a financial limit of Rs.3,000/- (Rupees three thousand) each with a copy to this office.


Collector, Rayagada.