

OAV TADAMA, RAYAGADA
BLOCK- RAYAGADA, DIST- RAYAGADA

Tender Paper for supply of Dual Desk Bench for classroom purpose to OAV, TADAMA of Rayagada District for the year 2024-25.

Last Date of receipts of tender : 04:00 pm on dt. 20.03.2025
Date of opening : 02:00 pm on dt. 24.03.2025
Venue of opening : OAV TADAMA RAYAGADA

To

M/S.....
.....
.....

Sub: Issue of Tender Documents for supply of.....

Sir/Madam

As per your requisition Letter No..... Date.....
Tender document for supply ofis issued
herewith.

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1. TERMS AND CONDITION OF THE TENDER

Tender for the Supply of “_____”

1. Sealed Tender for supply of the Articles shown in the attached statement are invited from the registered firms/authorized dealers/whole seller having valid GST registration with VAT-612 Clearance, PAN / TAN (if any) and having their own existence of shop and dealing with Tender items. The duly filled up Tenders will be received by the under signed through Registered Post/Speed Post only from 13.03.2025 to 20.03.2025 till 4.00 P.M. The Tender should be super scribed as “Tender for the supply of _____” and addressed to the PRINCIPAL, OAV Tadama,Rayagada, PO: Tadama, PS- Rayagada, Block- Rayagada, Dist-Rayagada, PIN-765002 The sealed Tenders will be opened in the office of the PRINCIPAL, OAV Tadama,Rayagada, PO: Tadama, PS- Rayagada, Block- Rayagada, Dist-Rayagada, PIN-765002 on dated 24/03/2025 at 02.00 pm.
2. The Tender should be submitted according to the terms and condition specified in points 3 to 25, unless specified in otherwise in the tender, it shall be constructed that the term and condition stipulated hereunder have agreed to.
3. The rate quoted should be inclusive of all taxes and transportation charges. The articles should be supplied at the School point.
4. There should not be any overwriting, 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 of the bidder with date. In the absence of the attested signature the bidder is liable to be rejected.

5. The undersigned does not bind to accept the lowest tender and reserve the right to accept the Tender in whole or in party with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as the Committee may decide.
6. On acceptance of the Tender it will become a contract and the contractor shall be bound by the terms and conditions of the Tender and the provision of Odisha General Financial Rules.
7. The bidder should submit his/her Tender along with Earnest Money (EMD) separately for each item as mentioned at ANNEXURE-I in the shape of Bank draft/Banker's cheque in favour of Principal, OAV Tadama, Rayagada Payable at IDBI, Main Branch, New Colony ,Rayagada. The Earnest Money will be refunded in the event of rejection of the Tender. The earnest money will be forfeited in the event of failure to comply with the contract. The EMD of the unsuccessful bidder will be refunded soon after finalization of the tender and the EMD of the successful bidder will be refunded without interest after successful completion of supply during the agreement period. The successful bidder should deposit 5% of the approved value for the items awarded in shape of Demand Draft in favour of PRINCIPAL, OAV, TADAMA, RAYAGADA after finalization of the tender and before execution of the agreement.
8. The Successful bidder should execute an agreement with the Principal within 07 days of the finalization of the tender with non-Judicial stamp paper worth Rs.20/-.

9. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person / firm and the difference of price, if any, shall be deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit to be paid by the undersigned, the contractor shall be liable to pay this amount.
10. The Contractor for supply of articles is required to submit the specifications (Design, size, images, material) for the items quoted at the time of opening of Tender for verification by the Committee. The approved article details will be kept at the OAV Tadama, Rayagada for verification during the supply of the articles. The contractor is required to supply the quantity of articles as mentioned in the supply order, as per the approved specifications. The quality should invariably be maintained throughout the contract period as per approved specifications. Materials cannot be accepted if the items being found substandard or differ from the approved specifications.
11. It is not compulsory on the part of the undersigned to purchase the items for which the Tender is being called. The supply order will be placed as per requirement.
12. The articles/items other than the specification given in the Tender will not be accepted.
13. Under no circumstances the undersigned will pay extra over and above the rate approved by the committee. Rates should not be more than the MRP/ Company price list. If the MRP/ Company price will be less than the approved rate the payment will be made as per the MRP/ company price only. Sticking of MRP is not allowed.

14. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied do not confirm to the approved specification and samples.
15. The amount of security deposit shall be retained by the PRINCIPAL OAV TADAMA, RAYAGADA for a period of 03 months from the date of completion of last supply as a safeguard against any defect appearing in the articles supplied within the period & the same will be refunded in the shape of A/C pay Cheque only without Interest.
16. In case of authorized dealers the authorization certificate issued by the Manufacturer/Company should be enclosed along with the Tender.
17. The payment will be made in the shape of A/C payee Cheque / e-transfer, only after verification of the supplied articles by the quality checking committee / undersigned, at par with the approved sample with ordered quantity, scrutiny of bills after full supply as per the order placed with the party.
18. In case the time and date of opening of Tenders is postponed due to any unavoidable circumstance, the same will be displayed on the Notice Board of OAV, TADAMA, RAYAGADA.
19. The person / firms who is actually having the business of the commodity /articles should only eligible to submit Tender and not from the general order supplier/enterprisers.
- 20. The Tender papers which do not comply with the above conditions are liable to be rejected and all rights reserved with the tender finalization Committee, OAV,TADAMA, RAYAGADA to reject cancel and amend any or all Tenders/approved rates at any time without assigning any reason thereof. Any disputes in this regard subject to Rayagada jurisdiction only.**

21. The undersigned will not be held responsible for any portion of the downloaded document differs from the original tender paper available in the OAV,TADAMA, RAYAGADA.
22. TDS will be deductible from the bill as applicable.
23. The interested party must submit Tender for articles in prescribed format only otherwise the Tender so submitted will not be accepted.
24. Money Receipts of the cost of tender paper i.e. Rs.500/-(non-refundable) purchased or DD in favour of the "PRINCIPAL, OAV,TADAMA, RAYAGADA" drawn at any nationalized bank payable at IDBI, Main Branch,NEW COLONY, Rayagada for Rs.500/- (non-refundable) towards cost of tender paper who download the tender paper from the website must enclose in the tender Paper.
25. The sealed Tender should invariably contain the following documents:
 - Up-to-date VAT clearance certificate in form No 612 issued by the competent authority for all items, GST registration certificate, PAN / TAN (if any) and other requisite documents. The undersigned may ask to submit the original certificate for verification before placing the supply order.
 - Signature of the Tenderer in all pages of the term & conditions with date and seal along with the undertaking and signatures of witnesses given below.
 - These instructions to Tenderer are to be signed by the Tenderer and returned in originals with the Tender with all enclosures.
 - E.M.D in shape of Bank Draft /Bankers Cheque as specified in the Sl.No.07
 - Money receipt of cost of the tender paper purchased or DD towards cost of tender paper.

UNDERTAKING BY THE TENDERER

We M/S_____agreed fully to accept the terms and conditions specified in above Para 03 to 25 and also enclose the rates of the items as per specifications given by the tender finalization committee, OAV,TADAMA, RAYAGADA, District-Rayagada In the prescribed format enclosed.

Signature of the
Tenderer.....

Name of the
Proprietor.....

Seal of the firm with OST & SCT
No.....

1. Witness

Signature: -

Name: -

Address: -

2. Witness

Signature: -

Name: -

Address: -

UNDERTAKING BY THE TENDERER

We M/S _____ agreed fully to accept the terms and conditions specified in above Para 03 to 25 and also enclose the rates of the items as per specifications given by the OAV, TADAMA ,RAYAGADA, District- Rayagada Block:.....
District..... In the prescribed format enclosed.

Signature of the Tenderer.....

Name of the Proprietor.....

Seal of the firm with OST & SCT No.....

1. Witness

Signature: -

Name: -

Address: -

2. Witness

Signature: -

Name: -

Address: -

EMD FOR THE 2024-25 FOR FOLLOWING ITEM

Sl. No	Name of the Item	Amount of earnest Money in rupees
1	Dual Desk Bench	Rs 3600.00/-

Principal
OAV Tadama Rayagada

OAV, TADAMA, RAYAGADA
BLOCK- RAYAGADA, DIST- RAYAGADA

Quotation Form For Dual Desk Bench

Name and Address of the Party/Firm _____

Registration Number of the Firm _____ Valid Upto to _____

EMD Deposit Rs. _____ Vide Bank Draft No _____ Date _____

Date of the Tender Paper Purchase _____

SI No	Item	Rate Quoted	No of Item Required
1	Dual Desk Bench	Rs. 9,000@1 unit	40 Units

Seal and Signature of the Supplier
Address-