

Government of Odisha

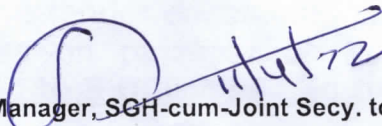
Home (SGH) Bhubaneswar

TENDER CALL NOTICE

No. SGH(S)-26/2022. 1329 /SGH— Dt 11.04.2022

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 2022-23 from the date of commencement of the agreement. The interested Suppliers/Wholesalers shall furnish their bids in original **on or before 29.04.2022 1PM** 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 28.04.2022** .

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.


Manager, SGH-cum-Joint Secy. to Govt.

Memo No. 1330 /SGH.

Date 11.04.2022

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 15.04.2022.

Manager, SGH-cum-Joint Secy. to Govt

Memo No. 1331 /SGH.

Date 11.04.2022

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, State Guest House, Bhubaneswar for information.


Manager, SGH-cum-Joint Secy. to Govt.

Memo No. 1332 /SGH.

Date 11.04.2022

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

Manager, SGH-cum-Joint Secy. to Govt.



STATE GUEST HOUSE, BHUBANESWAR

Home (SGH) Department

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Sd/-

Manager - cum - Joint Secretary to Govt.

Home (SGH) Department

TERMS AND CONDITIONS OF THE CONTRACT

(For Grocery, Toilet, Sanitary & Housekeeping Materials)

1. Sealed tender for supply of article such as Grocery, Toilet, Sanitary and Housekeeping materials are invited by the undersigned on behalf of State Guest House, Bhubaneswar in the prescribed forms which can be purchased from Reception counter, State Guest House, Bhubaneswar on payment of **Rs.100/-(Rupees One Hundred) only by cash.**
2. The rates quoted shall be inclusive of all the taxes, Excise duty and valid for 06(six) months or till the end of the contract period on R.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 the initial period of 06 months is over with mutual consent and subject to satisfactory performance during the contract period and price of the articles shall be decided after survey of market price. However, the period of extension will be maximum for 03 years on the same terms and conditions of the initial year.
3. There should not be any overwriting 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 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 needs to be made at the store section of the State Guest House, Bhubaneswar. In case of delay in delivery, the items will be purchased from local market and any loss suffered by 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 document 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. Tenderer may submit the tender for all items mentioned in the lists as at **Annexure-'A' & 'B'**.
8. The indent of the required items shall be given either telephonically or in writing and will be prepared by the Store Keeper and will be countersigned by the Manager, SGH. 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 Store Keeper, the same shall be approved and countersigned by the Assistant Manager (Purchase & Store)/ Manager, State Guest House, Bhubaneswar. The original delivery challan will be returned back to the Supplier for enclosing the same with his bills. The second copy will be sent to account Section of State Guest House and the third shall be retained by Store Keeper. The signatures on all the copies shall 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 be 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 up by the Manager, State

Guest House, Bhubaneswar or his representative at every time of delivery 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 Manager, SGH either for acceptance or rejection shall be final and binding.

12. 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 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.
15. This tender document shall be treated as the agreement in case of successful bidder. No separate agreement shall be executed.
16. The rate quoted by the supplier shall hold good upto 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 (02) two months of its production/ packaging as printed on the body of the packets. In case of items whose date of expiry is within (02) two months from the date of production/packaging the supply shall be made within 15 days of production/packaging.
20. The rate offered by the tenderer and acceptance by SGH, Bhubaneswar will remain valid for a period of 06 months, thereafter the rate will be reviewed at the time of renewal of contract provided if any major changes have taken place or Government decision affects pricing etc. However, this can be done only with the permission of the Principal Secretary to Govt, Home Department or any other officer authorised by him.
21. The bidders are required to submit earnest money deposit of Rs.10,000/- (Ten thousand) only in shape of an account payee bank draft payable at any Nationalized Bank in Bhubaneswar , drawn in favour of the Manager, state Guest House. BBSR, 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 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 will not be entertained.
23. The state Guest House is not bound to place order of the listed items in the tender's specification. 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 tender 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 the State Guest House showing purchase of Tender paper must also be attached with the tender paper.
28. The bid should be super scribed as **“Tender for providing Grocery, Toilet, sanitary and Housekeeping materials in State Guest House, Bhubaneswar.”** The envelope should be properly sealed and shall be dropped in the **Tender Box** on or before the last date by 1.00PM.
29. The **“Tender Bid”** will be opened on dated 29.04.2022 at 4 PM in the Office of the Manager, State Guest House, Bhubaneswar Date Tenderer or their authorized representative may remain present at the time of opening of the Bid in the Office of the Manager, State Guest House, Bhubaneswar.
30. In case of any dispute, the decision taken by the Additional Chief Secretary, Home, Govt. of Odisha shall be final. Tender papers which are incomplete or not enclosed with required information and documents will not be considered.
31. Govt. in Home Department or any other Officer authorized by the Additional Chief Secretary to Govt., Home Deptt may impose any additional conditions or delete any of the terms/ conditions at their discretion in the overall interest of the State Guest House.
32. All disputes shall be subject to jurisdiction of Civil courts of Bhubaneswar and High Court of Orissa.
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 & Seal.