

TENDER DOCUMENT

For

**SUPPLY OF TRAINING KIT BACK PACKS &
FOLDERS**

TO

**Revenue Officers' Training Institute, Gothapatna,
Bhubaneswar**

At- Gothapatna, PO- Malipada, Dist- Khordha,

Pin Code- 751030

E-mail: rotigothapatana@gmail.com Website: <https://rotiodisha.nic.in>

Price: Rs.2000/-

(Those who download the tender document from Website, should enclose a DD for Rs.2000.00 towards paper cost)

**Revenue Officers' Training Institute (ROTI), Gothapatana,
Bhubaneswar**

TRAINING / II- / 24 - No. / Date:

Sealed tenders are invited from reputed & experienced Bidders to supply Training Kit Back Packs and Folders to Revenue Officers' Training Institute, Bhubaneswar for a period of one year in phased manner as per the requirement of this Institution.

The detailed information for supplying Training Kit Back Packs and Folders to Revenue Officers' Training Institute has been given in the Tender Document which may be downloaded from the website <https://rotiodisha.nic.in>. The downloaded tender document should be accompanied with a D.D for **Rs. 2000/- (rupees Two Thousand only)** towards Tender Paper cost along with the tender bid. The EMD of **Rs. 13,000/- (Rupees Thirteen thousand only)** should also be paid by Demand Draft in favour of the Director, Revenue Officers' Training Institute, Gothapatana payable at Bhubaneswar along with the technical bid. The last date, time and place for submission of Tender document are **07/11/2024 by 5.00 PM** at Revenue Officers' Training Institute, Gothapatana, Bhubaneswar. The bidder may send their bids through Regd. Post, Speed Post and Courier or by hand at ROTI within the scheduled date & time. Bids received after due date shall not be accepted.

Any corrigendum(s) shall be communicated through the tender section on the website <https://rotiodisha.nic.in>.


Director, ROTI

**Revenue Officers' Training Institute (ROTI),
Gothapatana**

TENDER DOCUMENT

**For supplying Training Kit Back Packs and Folders to Revenue Officer's
Training Institute, Gothapatana**

Tender Schedule

- Last Date and Time for submission of Tender Document:
07/11/2024 up to 5.00 PM
- Date and time for opening of Bids: **08/11/2024 at 11.00 AM**

Note: Late bid shall be out rightly rejected.


Director, ROTI

BIDDER'S COVERING LETTER

To,
The Director,
Revenue Officers' Training Institute,
Gothapatana, Bhubaneswar.

Ref: Tender no: _____

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents.

We agree to abide by this bid for a period of **90 days** from the date of bid opening and no requests for any variation in quoted rates and withdrawal of bids in any ground by the bidder shall be entertained. **Validity of the bids can be extended on mutual consent.**

Dated this Day of (The month and year)

Signature of Authorised Signatory

In capacity of

Duly authorized to sign the bid for and on behalf of.....

The cost of Bid Document: Rs.2,000/-

Crossed D.D. no. dated

Drawn on bank:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

The Director,
Revenue Officers' Training Institute,
Gothapatna, Bhubaneswar-751029.

Subject: Authorization for attending bid opening on (Date)
in the Tender for supplying Training Kit Back packs and Folders to
Revenue Officers' Training Institute, Bhubaneswar

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of..... (Bidder) in order of preference given below.

Order of Preference Name Specimen Signature

1.

2.

or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

**Revenue Officers' Training Institute (ROTI), Gothapatana,
Bhubaneswar**

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

Scope of Work:

The selected Agency shall supply the Training Kit Back packs and Folders with the following Specification to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar as per the Purchase Order, raised by Director, ROTI from time to time for a period of one year at the tendered price.

Sl No.	Details of items to be supplied	Location
1	<ul style="list-style-type: none">-Polyester A Grade Material with superfine quoting,-Water proofed,-Dimensions (19" X 13" X 6") (24.5 lts) with two sides Water Bottle compartments,-Grade A quality Chain,-Single Compartment having space for keeping Laptops,-Additional two Compartments for accessories,-ROTI Logo to be imprinted on it	Revenue Officers' Training Institute, Gothapatana, Bhubaneswar
2	<ul style="list-style-type: none">-File Size- 14" X 11",-Inner Lining Non-woven Fabric,-enclosure Velcro,-Two Pocket Inside,-Jute Quality 14/15- ROTI Logo to be imprinted on it	Revenue Officers' Training Institute, Gothapatana, Bhubaneswar



General Instructions :

1. The Revenue Officer's Training Institute requires the services of reputed, well established and financially sound registered Agency/ firm to supply Training Kit Back Packs & Folders to Revenue Officers' Training Institute, Bhubaneswar as per the Purchase Order, raised by Director, ROTI from time to time for a period of one year at the tendered price.
2. The contract for providing the aforesaid services is for a period of one year from the date of issue of the work order. The period of the contract may be further extended for a period of one year as per the requirement of the Institute.
3. The Institute, however, reserves right to terminate this contract at any time on the basis of default in supplying sub-standard goods as per specification or any other administrative grounds and the EMD shall be forfeited.
4. The interested **Firm/ Agency** may submit the tender document completed in all respects along with Earnest Money Deposit (EMD) of **Rs 13,000/- (Rupees Thirteen thousand only)** along with Proof of Tender Paper Cost of **Rs. 2000/- (Rupees Two Thousand only)** and other requisite documents **by 07/11/2024 up to 5.00 PM** at Revenue Officers' Training Institute, Gothapatana, Bhubaneswar. The bidder may send their bids through Regd. Post, Speed Post, and Courier or by hand at ROTI on or before the scheduled date & time. Bids received after due date shall not be accepted.
5. The various crucial dates relating to "**Tender for supplying** Training Kit Back Packs & Folders to **Revenue Officers' Training Institute, Gothapatana, Bhubaneswar**" are cited in the tender document.
6. The Interested Agencies, willing to participate in the Tender may visit this office to discuss with the concerned Officer before submission of the Tender Document.
7. **Bids submitted by mail or any other automated form will be summarily rejected. Late bid shall be out rightly rejected.**
8. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested Bidders are advised to submit two separate sealed envelopes super scribing "**Technical Bid for supplying Training Kit Back Packs & Folders to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar**" and "**Financial Bid for supplying Training Kit Back Packs &**

Folders to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar Revenue Officers' Training Institute". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for supplying Training Kit Back Packs & Folders to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar**".

9. The bidder must be a company/firm/sole proprietor/ Partnership firm registered in India from last 3 (three) years as on the bid submission date.
10. Bidder must have minimum average annual turnover of 15 Lakhs consecutively in the last 3 audited Financial Years ending March 2023.
11. The bidder must have satisfactorily completed supply of similar items, to any Govt./ PSU/ Autonomous Body/ Local Body, of not less than 5 lakhs during the last three years.
12. Bidder should not have been blacklisted/ debarred by any Central/ State Government / Public Sector Units/ Autonomous bodies/ Public Sector Banks/ Statutory bodies due to corrupt, fraudulent or any other unethical business practices as on date of bid submission. Even if the matter against the blacklisting/ debarment is under litigation and outcome of the litigation is not final, such bidder shall not be entertained.
13. The Earnest Money Deposit (EMD), refundable (without interest), should be in the shape of Demand Draft drawn in favour of the Director, Revenue Officers' Training Institute, Gothapatana, Bhubaneswar and it should accompany the Technical Bid **failing which the tender application shall be rejected.**
14. The successful bidder shall deposit Performance Security @ 5% of the annual estimated value.
15. The Selected agency will be required to supply the items as per the requirement of Director, ROTI within 2 weeks of receipt of work order.
16. Prices should remain fixed and not vary based on colour and design changes.
17. Along with the Technical Bid, all the Bidders shall produce samples of the Training Kit Back Pack and Folder for quality check by the Tender Committee Members.
18. The successful Bidder is required to provide a minimum of five design options for the required Items. The designs should be submitted post the selection of the successful bidder. The selection of the final design will be made by Director, ROTI and shall be communicated to the successful bidder.

19. The Bidders are required to enclose self-attested photocopies of the following documents (duly self-attested) along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered any further:**

- (a) Self-attested photo copy of incorporation/ registration of applicant organization.
- (b) Copy of the GST Registration certificate of the firm.
- (c) Copy of PAN card and copies of the IT returns filed for the last three consecutive financial years. (2020-21, 2021-22 & 2022-23)
- (d) Copy of the Balance Sheet and P&L Account for the last three consecutive years duly certified by the Chartered Accountant. (2020-21, 2021-22 & 2022-23)
- (e) The requisite supply order (s) along with satisfactory completion certificates/ payment proofs issued by relevant authority shall be submitted.
- (f) An affidavit to the effect that no case is pending with the police against the Proprietor / Firm / Partner or the Company and the agency has not been blacklisted, debarred or security deposits has not been forfeited.
- (g) Relevant documents regarding Manufacturing Unit and Material Testing report are to be attached.
- (h) The authorised agent/ distributor should submit relevant documents to establish themselves as authorised agent/ distributor.
- (j) Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

The Technical Bid should be well bound, properly indexed with Page numbered and submitted in sealed cover. Requisite Documents should be annexed serially for easy evaluation.

20. Any conditional / unsealed bids shall not be considered and will be summarily rejected in the very first instance.

21. All entries in the tender form should be legible and filled up-clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy the amounts stated in words shall prevail. **No overwriting or striking out is permitted in the Financial Bid Form. In such cases, the tender shall summarily be rejected.** However, the striking out of entries, if any, in the Technical Bid Application must be certified

by the signature of the person authorized to sign the tender bids. **Unsealed Financial Bid Submitted shall summarily be rejected.**

22. The Technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the scheduled date and time in presence of the representatives of the bidders, if any, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening of the tender. For attending the Bid Opening, no separate intimation shall be given to the Participating Agency.
23. The Financial Bid of only those Bidders will be opened whose Technical bids are found to be in order. The Financial bids shall be opened in the presence of the authorized representatives of the technically qualified bidders, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered. **In case the lowest bidder (L1) is disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the committee provided he agrees to provide services at the rate quoted by L1.**
24. The quoted rates shall be inclusive of all taxes / dues fixed / notified by the Government of Odisha and shall include all statutory obligations.
25. The Competent Authority of the Revenue Officers' Training Institute reserves the right to cancel / annul any or all bids without assigning any reason thereof.
26. The Agency should have its own Bank Account.
27. The registered office or one of the branch offices of the agency should be located within Bhubaneswar.
28. All documents submitted shall be consecutively numbered having signature of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the power of attorney / authorization with seal and signature as in his PAN Card may be enclosed along with the tender.
29. The Revenue Officers' Training Institute reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

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APPLICATION - TECHNICAL BID

(For supplying Training Kit Back Packs & Folders to Revenue Officers' Training Institute,
Gothapatana, Bhubaneswar)

(In separate sealed Cover-I super scribed as Technical Bid)

	Document	Page No.
Name of the Bidder Agency/ Firm:		
Status(Proprietor /Partner/ Director):		
Details of Earnest Money Deposit: DD No. _____ date _____ of Rs. _____ drawn on Bank _____		
Details of Tender Paper Cost DD No & Date, Bank Money Receipt No (Attach original copy of Money Receipt)		
Full Address of Registered Office		
Telephone No		
E-Mail Address		
Full address of Operating / Branch Office at Bhubaneswar		
Banker of the Bidder (Attach certified copy of statement of A/c for the last month) with Telephone Number of Banker :		
PAN Card and IT returns of last three years (Attach attested copy)		
GST Registration Details (Attach attested copy) and GST returns of last three years		
Supply Order copy along with satisfactory completion certificates/payment proofs issued by relevant authority		
Blacklisting Affidavit		
Material Testing Report		
Documents regarding Authorised agency/ Dealer of the Manufacturer		
Financial Turnover for FY 2021-22		

Financial Turnover for FY 2022-23		
Financial Turnover for FY 2023-24		
Additional information, if any: (Attach separate sheet if space provided is insufficient)		

NB:

- 1. Additional information, if any (Attach separate sheet, if required)**
- 2. Along with the Technical Bid, all the Bidders shall produce samples of the Training Kit Back Pack and Folder for quality check by the Tender Committee Members.**

Date:

Signature of Authorized Person
(Name and Seal of the Agency)



APPLICATION - FINANCIAL BID

(For supplying Training Kit Back Packs & Folders to Revenue Officers' Training Institute,
Gothapatana, Bhubaneswar)

(In separate sealed Cover-II super scribed as Financial Bid)

Note:

1. The Price quoted shall be exclusive of all taxes.

FORMAT

Items	Per unit cost	GST (In %)	Any charges	other	Total amount Per unit (In Rs.)
Training Kit Back Pack as per specifications mentioned					
Folder as per specifications mentioned					

Quoted amount: Rs. (In Figure)

Quoted amount: Rs.....(In Words)

Declaration by the Bidder:

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

Note:

- i) No other charges would be payable by ROTI, Bhubaneswar.
- ii) There would be no increase in rates during the Contract Period.
- iii) The total rates quoted by the Bidder should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.
- iv) Financial Bid submitted in Open Form will be rejected.

Place:

Date:

Signature of authorized person

Name:

Seal:

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri.....
Proprietor/ Director/ authorized signatory of the Agency, M/s. -----
-, am competent to sign this declaration and execute this tender document.
2. I have carefully read the tender document and have understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person

Name:

Seal:



