

**OFFICE OF THE  
DIVISIONAL LABOUR COMMISSIONER, KALAHANDI, BHAWANIPATNA**

No.

93 /

Date. 22.1.19

**TENDER CALL NOTICE- 2018-19**

Sealed tenders are invited from the intending firms / Authorised dealers / Rate contract holders/ Agencies / Reputed manufactures of Kalahandi district to quote their rates for supply of Bicycles with specifications, terms and conditions, (Available in the Website [www.kalahandi.nic.in](http://www.kalahandi.nic.in) / Office Notice Board) which should reach to the Office of the undersigned from 24.01.2019 to 04.02.2019 (up to 3.00 P.M) (Through Registered Post/ Speed Post/ Courier Service) only, which will be opened on 04.02.2019 at 05.00 P.M. by the Tender Committee.

Sl. No.	Name of Article	Specification	Unit required
1	Bicycle	Details of Bicycles placed at Section-II	Approximately 13,000

Bids submitted beyond the manner prescribed in the tender documents shall be rejected.

The detail terms & conditions, Bid documents can be available in the website,  
[www.kalahandi.nic.in](http://www.kalahandi.nic.in)

  
District Labour Officer,  
Kalahandi

TENDER DOCUMENT  
FOR SUPPLY OF BICYCLES OF KALAHANDI DISTRICT

Address:  
O/O The Divisional Labour Commissioner, Kalahandi,  
Bhawanipatna

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## SECTION I

### Instruction to Tenderers

1. Sealed tenders are invited in the prescribed format from reputed Bicycle manufacturers engaged in the manufacture of Bicycle or their authorized distributors/ agency / suppliers/ Wholesalers/ Dealers etc. of Kalahandi for supply of Bicycle for period of one year in different Blocks of Kalahandi district through a set of 3 envelope systems.
2. Envelope details:
  - 2.1 Envelope marked 'A'- Earnest money in shape of bank draft.
  - 2.2 Envelop marked 'B'-
    - (i) The proof that the bidder is authorized to do business in the schedule product is to be submitted in the format enclosed in section III, in case the manufacturer is not directly participating in the bid.
    - (ii) The bidder should furnish information on past supply and performance in the format enclosed in section IV.
    - (iii) GST clearance certificate, along with balance sheet for last 3 years of the bidder.
    - (iv) Copy of income tax return of the bidder.
    - (v) In addition to Para-V Proof of sound financial capability of the bidder in the case of authorised agent/dealer, the dealer should have an average (over 3 years) annual turnover of Rs.1.00 crore to apply.
    - (xiv) Sample of Bicycle (Gents & Ladies) to be verified of the Bidders those Bidders are qualified in the Technical Bid.
  - 2.3 Envelope marked 'C'- Financial bid.
3. Envelopes marked 'A' and 'B' will be opened earlier and the contents will be evaluated at first stage. After this samples submitted by the bidders will be inspected. The financial bid of those bidders will only be opened, whose samples and others documents will be found satisfactory and according to instruction and specification, on the day, to be communicated later to the concerned bidder.
4. The name of the Manufacturer/ Dealer & Tender for Bicycle must clearly be written on the envelope.

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5. SCHEDULE TO THE INVITATION OF TENDER

Tender for Bicycles (Refer to Section-II for technical specifications)

Name of the Block	Quantity
Bhawanipatna, Kesinga, M Rampur, Th. Rampur, Karlamunda, Lanjigarh, Kalampur, Dharamarh, Junagarh, Golamunda, Koksara, Jaipatna, Narla	13,000 (Approx.)

(Note: Approximate requirement for the above said/}

6. **Earnest Money**

6.1 Rs.5,00,000/- in the shape of Bank draft will have to be submitted drawn in favour of District Labour Officer, Kalahandi payable at Kalahandi by tenderers,

6.2 Any bid not accompanied with earnest money will be rejected.

6.3 The amount of earnest money will be forfeited if the bidder withdraws his bid after the opening of bids or if the bidder fails to furnish performance security after awarding of contract.

7. **Quotation price**

7.1 Bidders will have to quote only single rate for the schedule item strictly as per the technical specification enclosed in annexure 'A'. No variation or variable quotation or terms will be accepted.

7.2 All duties, taxes and other levies payable shall be included in the item's rate.

7.3 Rates are for destination at Gram Panchayat levels/camps and no extra rate shall be payable on account of transportation charges for interior delivery.

7.4 Correction, if any shall be made by crossing out, rewriting and putting initial with date.

7.5 Telex or Facsimile quotations are not acceptable.

7.6 The bidder must be authorised by the manufacturer to supply the goods offered by the bidder in the format enclosed in section iii.

7.7 One sample for the scheduled item is to be submitted before the due date and time fixed for tender opening. The samples are to be submitted in the Office of the Divisional Labour Commissioner, Kalahandi and a receipt obtained from that office should be kept in envelop marked 'B'. Any tender not submitted with acknowledgment receipt shall not be considered. No sample shall be accepted after due date and time.

8. Validity of quotation

8.1 The successful bidder will have to sign a rate contract agreement with the undersigned, which will be effective for one year from the date of signing the agreement. The supply order may be placed with them at different time intervals for the said period.

9. Condition for supply/ Delivery

9.1 The delivery will be at Gram Panchayat/ Camp or Suitable place informed by the Office.

9.2 On each order of supply the delivery of fitted cycles should be completed within 30 days, but the material must reach the district headquarters within 15 days and to be informed and duly acknowledged by the District Labour Officer, Kalahandi.

9.3 Any delay in the period mention above in clause 9.2 will attract penalty such as forfeiture of the security money to be determined by the purchaser.

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#### **10. Security Deposit**

5% as security deposit of the ordered value shall be deposited in favour of the District Labour Officer, Kalahandi payable at Kalahandi, as per the purchaser requirement by lowest evaluated responsive bidder within 10 days.

The performance security can be either in the form of Bank draft/ Bank Guarantee/ TDR.

#### **11. Valuation of quotation**

11.1 The Tender Committee will evaluate and compare the quotations independently, determined to be substantially responsive i.e. which conform to the terms and conditions and specifications.

11.2 The duties taxes other levies payable including CST/GST shall be included in the item rate. The bidder must include all such taxes in the item rate in his quotation.

#### **12. Qualification Criteria**

12.1 The bidder must be a reputed manufacturer engaged in manufacture of Bicycles or their authorized distributors/ agency/ supplier/ whole seller/ dealer etc. The bidder submitting the offer as authorised dealer etc of the manufacturer shall submit certificate of dealership from the manufacturer as per the format enclosed in section III, which meets the stipulated eligibility and qualification requirements. The authorization must be in the prescribed proforma in manufacturer's original letterhead.

12.2 The bidder shall furnish up-to-date GST and copy of income tax return with the bid.

12.3 The bidder must have supplied/ sales in any one year at least 300 bicycles.

12.4 The bidder should furnish information on past supply of the cycles supplied earlier in the format enclosed as section IV.

12.5 The bidder shall furnish data to support that he has financial and production capability to perform the contract.

12.6 Company having ISO Certificate will only be considered.

12.7 If the bidder is not the manufacturer, the bidder has the responsibility to prove the above criterion.

12.8 Tenders not submitting as per the above prescribed manner will be treated as invalid.

#### **13. Award of Rate Contract**

13.1 The Tender Committee will award contract to the bidder whose bid will be determined to be substantially responsive and who has quoted the lowest evaluated total cost.

13.2 The Rate is valid for one year only from the date of placement of order.

13.3 Notwithstanding the above, the Tender Committee reserves the right to accept or reject any quotation and to cancel the bidding process and reject any/all quotations at any time prior to the award of the contract.

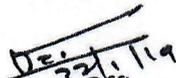
13.4 The bidder, whose bid is accepted, will be informed of the award by the purchaser. The terms of the accepted offer shall be incorporated in the purchaser order.

13.5 An agreement will be executed by the purchaser. The purchaser will have liberty to increase, decrease or even part supply order to be placed with the successful bidder.

13.6 Payment shall be made after delivery of the goods in satisfactory condition.

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14. The tender document can be obtained from the office of the undersigned on all working days from 11.00 AM to 05.00 PM on written application & deposit of paper cost of Rs.5,000/- in shape of DD or can be downloaded from the District web site i.e. [www.kalahandi.nic.in](http://www.kalahandi.nic.in) on payment of Rs.5000/- vide DD payable to the District Labour Officer, Kalahandi. Last date for obtaining tender document from this Office is 04.02.2019 up to 11 AM.
15. No preference will be given to any bidder or class of bidders, either for price or for any of the terms and condition, earnest money deposit exemption etc.
16. You are requested to send your offer on all working days from 11 AM to 5 PM in the prescribed format (enclosed herewith) in sealed envelope addressed to the District Labour Officer, Kalahandi. The last date for submission of tender is 04.02.2019 till 3.00 PM. Tenders will be opened on 04.02.2019 at 5.00 PM in presence of bidders or their authorized representatives, who desires to be present.
17. We look forward to receiving your quotations in the stipulated time fixed in the Tender.

  
District Labour Officer,  
Kalahandi

**Section II**  
**Annexure-A**

Sealed quotations are inviting from reputed Manufactures of Bicycles (Gents & Ladies) having ISO certification. Bicycles should be of:

20 Inch, 22 Inch, 24 Inch

There should be carrier at the back,

A Box carrier in the front attached to the handle,

Lock and Key,

Full Chain cover,

Steel Bell,

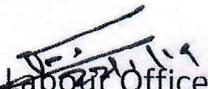
Cushioned Seat,

Full stand & side stand,

And other standard accessories.

Warranty: Frame and Fork (2years), Tyre and Tube (6month), Other component (1 year)

The logo of "OB&OCWW Board" & name of the scheme should be written clearly on the frame. The manufacturer must possess ISO certification otherwise their quotation will be outright rejected.

  
District Labour Officer,  
Kalahandi

**Section- III**  
**Manufacturers Authorization Letter**

No....., Dated.....

To  
Tender for supply of Bicycles

Dear Sir,

We M/s. \_\_\_\_\_ who are established and reputed manufacturer of Bicycles having factories \_\_\_\_\_ at \_\_\_\_\_ do hereby authorize M/s. (Name & address) \_\_\_\_\_ of distributor/ agency/ supplier/ wholesaler/ dealer etc.) to bid negotiate and conclude the contract with you against the above tender. We agree to supply the required quantity of Bicycle to M/s. \_\_\_\_\_ as offered by them to supply against the above stated tender and undertake full guarantee and warranty for supplies done through them.

Yours faithfully,

For and on behalf of M/s. \_\_\_\_\_  
(Name of Manufacturer)

The authority letter must be in the original letter-head of the manufacturer.

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Section IV

PROFORMA FOR PERFORMANCE STATEMENT (FOR BIDDER) (FOR A PERIOD OF LAST THREE YEARS)

Name of the Firm and Address: \_\_\_\_\_

Order placed by (full address of)	Order No. and date.	Description and quantity of ordered goods		Remarks
		Items	No. of Pieces	
1	2	3	4	5

Signature of Supplier

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**SECTION V**

**PRICE SCHEDULE**

<b>Sl. No.</b>	<b>Name of Item</b>	<b>Size</b>	<b>Unit Cost (Inclusive Taxes and Transportation etc)</b>
1	Bicycle	20 Inch	
2	Bicycle	22 Inch	
3	Bicycle	24 Inch	

**Place:**

**Signature of the bidder**

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**APPLICATION FORM**

1.	Name of the Firm/ Dealer	
2.	GST No. of the Firm/ Dealer	
3.	Address of the Firm/ Dealer	
4.	Name(s) of the Proprietor/ Partner	
5.	Address of the Proprietor/ Partner	
6.	PAN No. of the Firm/ Agency	
7.	Period of which GST clearance certificate obtained	
8.	Date of filing last GST Return (GSTR3B&GSTR1)	

Signature of the dealer/ firm