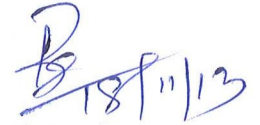


**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR**

SHORT TENDERCALL NOTICE

Sealed tenders for Purchase of Napthalene Bricks for Odisha State Archives are invited by the undersigned on or before 09.12.2013 the size of the Napthalene Bricks will be 500 gms each. The tenders will be opened on 09.12.2013 at 3.30 P.M. in the undersigned office in the presence of the tenderers or their authorized representatives. Non-sealed tenders will be rejected. The tenderers should contain all the conditions clearly and no other condition not contained therein, will be entertained in future. The tenderers should furnish Xerox copies of Income Tax, VAT Clearance Certificate etc., if any along with the tender. One sample piece of the Napthalene Bricks should be furnished along with tender paper. The authority reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason thereof. For more details of tender documents and terms & conditions visit to <http://www.odishaculture.gov.in/advertisement.asp>



Superintendent,
Odisha State Archives,
Sachivalaya Marg, P.B. No. 35,
Bhubaneswar-751001

Technical & Financial BID

SUPPLY OF NAPHTHALENE BRICKS

Odisha State Archives

BHUBANESWAR

BID REF. NO : OSA- 02 / 2013

Last Date for Submission of Tech. & Fin Bid: **Dt. 09.12.2013 up to 03:30 PM.**

Place of Submission of Bid: Odisha State Archives,
Sachivalaya Marg,
Bhubaneswar-751 001

Opening of Technical Bid : **Dt. 09.12.2013 at 03:30 PM**

**ODISHA STATE ARCHIVES
SACHIVALAYA MARG,, BHUBANESWAR- 751013
PHONE: 0674-2501636 FAX :91-0674-2501636
E-MAIL : odishaarchives@gmail.com**

TERMS AND CONDITIONS

- 1.1 Bidders have to ensure compliance of all clauses as described on the tender document and attached technical specification indicated at Annexure-VI.
- 1.2 The Technical & financial bid will be submitted with following Annexures
Annexure-I : Technical Bid
Annexure-II : Representative Authorisation Letter
Annexure-III : Self Declaration
Annexure-IV : Acceptance of Terms and condition
Annexure-V : Price Schedule
- 1.3 It will be imperative on each bidder to fully acquaint himself with the local taxes and charges which would have any effect on the supply of equipment/machinery/materials.
- 1.4 Sealed financial bid has to be send by Regd. Post / Deposited in the “Superintendent, Odisha State Archives, SACHIVALAYA MARG, BHUBANESWAR, ODISHA, PIN-751001”
Late tender: Any tender received after scheduled date and time of submission of bids will not be considered.
- 1.5 Un-signed & un-stamped financial bids shall not be accepted.
- 1.6 Decision of OSA in respect of evaluation of bids and/ or award of contract shall be final.
- 1.7 Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 1.8 No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- 1.9 OSA reserves all rights to ask for any type of clarification failing which it may leads to **CANCELATION** the bid.
- 1.10 OSA will not be responsible for any misinterpretation or wrong assumption by the vendor.
- 1.11 OSA is not responsible for non-receipt of financial bids within the specified date and time due to any reason including postal delay or holidays.
- 1.12 Purchase order will be issued to the successful Bidder after evaluation of the tender.
- 1.13 OSA will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any govt / semi govt/PSU or govt affiliated institution's floated tender/RFP/ EoI process.

1.14 The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.

1.15 PAYMENT TERM

Payment will be made after successful installation and commission of the equipment.

1.16 Termination For Default

OSA may without prejudice to any other remedy for breach up of terms and conditions.

a) If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the BID Document/Financial Bid document.

b) If the bidder fails to perform any other obligations under the terms and conditions.

In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

1.17 Evaluation of Commercial offer

The Final Selection of Bidder will be done based on Lowest rate quoted by the bidder.

The lowest quoted bid henceforth will be called Lowest One (L1).

1.18 Delivery of Equipment /Machinery/Materials :

1.18.1 The Bidder have to supply or installed the equipment / Machinery/Materials as per specification mentioned in tender documents . If failed to supply the order will be cancelled.

1.18.2 Materials will be supplied and installed within one month from the date of receipt the order.

1.18.3 If any defective will be noticed at the time of delivery the same may be replaced forthwith.

1.18.4 If L-1 will be failed to supply the materials the next bidder will be considered.

1.19 Taxes & Duties

1.19.1 The prices shall be inclusive of all taxes & duties as applicable.

1.19.2 OSA shall be authorized to deduct any income/Service tax as applicable from the Bidder.

1.19.3 No escalation of cost is allowed during the validity of bid.

1.19.4 The prices quoted shall be firm throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into account any such change by deduction there from.

1.20 Jurisdiction

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the Court of Bhubaneswar, Odisha only.

1.21 Right To Reject/Accept The Tender

OSA reserves the right either to reject or accept any or all bids. The purchaser has exclusive right to alter the requirements at the time of placing the final purchase order. After placing the purchase order, the purchaser may order to defer the whole contract.. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

1.22 Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001 whose decision on such matters shall be final and conclusive.

TECHNICAL BID FORM

(For supply of Naphthalene Bricks of Odisha State Archives, Bhubaneswar)

(Technical Bid)

1. (a) Name of the firm/agency/ _____
Postal Address _____

2. Telephonic/telegraphic
(a) Firm/agency: Land phone (STD) code)- Land line Number _____
Fax _____
Mobile:- _____
E.mail: _____
URL (of website) if any _____
3. PAN _____ Number (Xerox copy to be attached)
4. TIN _____ No. (Xerox copy to be attached)
(Firm/Agency)
5. Income Tax Assessment Certificates for last 3 years. (2011-12/2012-13/2013-14)
Xerox copy to be attached.
6. VAT clearance certificate- Xerox/copies to be attached (last 3 years).

Place:

Date:

Counter signature of Agency/firm

Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

To,

ODISA STATE ARCHIVES

SACHIVALAYA MARG,
BHUBANESWAR-751 001

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with financial bid reference No. OSA- 02 /2013. S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

Self Declaration

To,

Odisha State Archives
SACHIVALAYA MARG,
BHUBANESWAR-751 001

In response to the invitation No. OSA-02 /2013, Ms. /Mr. _____, as
a _____, I / We hereby declare that our company
_____is having unblemished past record and have not
declare blacklisted by any Central/State Government institution and there has been no
pending litigation with any government department on account of similar services. I/We
further declare that our company have not defaulted in executing any Government
order in the past.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER
DOCUMENTS AND FINANCIAL BID DOCUMENTS**

To,

The Superintendent
Odisha State Archives
Sachivalaya Marg
Bhubaneswar – 751 001
Odisha

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document [OSA-02/2013] regarding supply of Naphthalene Brick for Conservation of Archival records of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document [OSA-02/2013] are acceptable to my Company/Organisation. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

(Financial Bid)

(for supply of Naphthalene Brick)

1. Rate of Naphthalene Brick.

Sl. No	Descriptions	Price per Unit	Taxes	Total
1.	Naphthalene Brick (500 gms each)			

Place: _____

Date: _____

Full Signature

Company Seal

SPECIFICATION FOR NAPHALENE BRICKS

1. The Naphthalene Brick must be 500 gms each