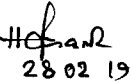


**OFFICE OF THE CHIEF RESIDENT COMMISSIONER,
GOVERNMENT OF ODISHA, NEW DELHI**

TENDER CALL NOTICE

1. Sealed bids are invited from intending Authorized Dealers, Registered Suppliers and Agencies for supply of the following items on the terms and conditions mentioned in the tender documents so as to reach this office on or before dt. 11.03.2019, 5.00 pm.
2. The tender documents can be obtained from the Manager, Odisha Bhawan, 4-Bordoloi Marg, Chanakyapuri, New Delhi-110021 during the office hours (10 AM to 5 PM) **on payment of Rs.500/-(non-refundable)** till 2.00 PM of dt. 11.03.2019. The same can also be downloaded from the website <http://www.rcodisha.gov.in>. For the forms downloaded from the website mentioned above, the intending bidders will have to pay an amount of **Rs. 500/- in shape of Account Payee Demand Draft** in favour of Manager, Odisha Bhawan, Chanakyapuri, New Delhi at the time of submission of tender paper.
3. The Technical bids shall be opened at 11.00 AM on dated 12.03.2019 in the presence of bidders or their authorized representatives in the Conference Hall of Odisha Niwas Basement at 4-Bordoloi Marg, Chanakyapuri, New Delhi-110021 by the Tender Committee appointed by the Chief Resident Commissioner, Government of Odisha, New Delhi. The Financial bids will be submitted by the bidders whose Technical bids are found acceptable by 14th March, 2019 at 03.00 PM. The same will be opened at 04.00 PM on 14th March , 2019.
4. The Tender Document duly filled in shall be submitted in original. The bidders may, however, retain a photocopy for their reference.


28 02 19
Manager
Odisha Bhawan
New Delhi

**OFFICE OF THE CHIEF RESIDENT COMMISSIONER
GOVERNMENT OF ODISHA, NEW DELHI**

Office of the Chief Resident Commissioner, Government of Odisha, New Delhi invites sealed bids from intending Authorised Dealers, Registered Suppliers and Agencies for supply of the items listed below. A list of agencies will be empanelled for this. Office of the Chief Resident Commissioner, Government of Odisha, New Delhi will hereafter be called as "Authority" and successful bidder(s) allotted contract will be called "Agency".

1. Items and Specifications:

Sl. No.	Items	Quantity	Specifications
1.	Conference Hall Head Chair	1 No.	<ul style="list-style-type: none"> a. High Back b. Stainless Steel Base with nylon castors c. Seat height adjustment d. Molded seat and back with PU Upholstery. Upholstery Color, design etc. to be decided after technical evaluation e. Multiple locking synchronous tilt mechanism f. PU Pad on steel/Aluminum armrest g. Swivel Chair for easier to rotate
2.	Conference Hall Chairs	22 Nos.	<ul style="list-style-type: none"> a. Medium Back b. Stainless Steel Base with nylon castors c. Seat height adjustment h. Molded seat and back with PU Upholstery. Upholstery Color , design etc. to be decided after technical evaluation d. Multiple locking synchronous tilt mechanism e. PU Pad on steel/Aluminum armrest f. Swivel Chair for easier to rotate
3.	Lobby Sofa	5 Nos.	<ul style="list-style-type: none"> a. Seating Capacity: Two seater b. Frame: Made of good quality seasoned Assam Teak Wood duly Anti-Termite treated c. Seat: 4" thick cushion of good quality covered with 1" thick U Foam d. Back: 3" thick good quality cushion covered with 1" thick U foam e. Primary material: Leather f. Upholestry Material: Full upholstered with good quality Leatherette g. Size: 140 cm x 77 cm x 86 cm h. Color - To be decided
4.	Single bed Mattress	92 Nos.	<ul style="list-style-type: none"> a. Size = 194 cm (76 ") x 91 cm (35.7 ") x 12.7 cm (5 ") b. Minimum 70% Coir and rest in foam

5.	Under-Counter Fridge	1 No.	72" x 24" x 34". Preferably from reputed brands
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2. Earnest Money Deposit (EMD):

- a. An EMD of Rs. 20,000/- shall be deposited vide Demand Draft favouring “PAO, O/o Resident Commissioner, Government of Odisha, New Delhi”.
- b. The EMD of Bidders shall be returned to them within one month of completion of the process. No interest will be payable on the deposit. In this case, the validity of the EMD will be extended up to the required period.
- c. The bid not accompanied with the EMD will be outrightly rejected.
- d. The EMD may be forfeited, if the bidder withdraws his bid during the period of validity specified by the bidder on the bid form, or in the case of successful bidder, if the bidder fails to supply the items within the stipulated time limit.

3. Supply of Items:

- a. Within 7 days of receipt of the Letter of Acceptance of Bid, the successful bidder shall supply the items to the Authority as per the specifications made in the order.
- b. The EMD will be refunded to the Agency ‘after one month of successful completion of transaction and all bills are settled’.

4. Responsibility of the Agency:

- a. The agencies should have a minimum 3 years of experience in supplying such items to organizations such as State Government Bhawans, Star Hotels, reputed Public/ Private sector organizations, etc. Credentials to prove above have to be attached along with the Bid.

5. Payment:

Payment shall be made on production of bills. No advance payment will be made at any instance.

6. Dispute:

In case of dispute, the decision of the Chief Resident Commissioner, Govt. of Odisha, New Delhi 110021 will be final and binding. Litigation if any, is limited to the Courts at New Delhi.

7. Bidding:

- a. The willing bidders are required to submit two bids i.e. Technical bid in **Annexure-I** in sealed envelope. The financial bid as in **Annexure-II** will be filled by selected bidders after evaluation of the technical bid.
- b. The bidders may submit their bid for all the items or for any nos. of items in which they are dealing

8. Submission of Technical and Financial Bids:

The tender documents shall be submitted in two separate covers as shown below;

- a. Sealed cover “A” superscribed as “Technical Bid” and it will contain the documents required for pre-qualifications as detailed below.
- b. Sealed cover “B” superscribed as “Financial Bid” to be submitted by selected bidders and it will contain the rate quoted by the Agency and it should be in the prescribed form only. The fact whether it is inclusive of all Taxes or not has to be indicated. If inclusive of Tax, the break ups shall be shown.
- c. The sealed cover should be superscribed as “Tender for Supplying Items” and may be sent by Registered post with AD addressed to the Manager, Odisha Bhawan, 4-Bordoloi Marg, Chanakaypuri, New Delhi – 110021.

- d. The “Authority” reserves the right to either accept or reject any or all the Tenders without assigning any reason thereof.

9. Technical qualification:

Criteria for technical qualification will be as under:

- i. The agency should be in business atleast for the last 3 years and have necessary Registration, PAN Number, Registration of GST etc.
- ii. It should be located in the territory of Jurisdiction of National Capital of territory of Delhi Government.
- iii. It should be having experience of providing services to reputed organization(s) for the last 3 years viz. Central/ State Governments / PSUs / Hotels/ Reputed Private Sector Companies etc.
- iv. The “Agency” should not have been blacklisted by any Government Organizations.
- v. The turnover should be minimum of Fifty Lakhs rupees per year on an average of last three years.

- 10.** The technical bid will be opened and scrutinized first and the agencies who have submitted their documents in order and fulfilled the requisite conditions will be shortlisted for submission of their financial bids. The decision of “Authority” in short listing the bidders will be final. After analysis of the financial bid, the bid of the Agency offering the best value for money will be selected and awarded the contract subject to signing an agreement. The authority is not bound to accept the lowest tender or for that matter the decision of the “Authority” will be final.

Technical Bid

1. Name of the Agency and address:
2. Professional Registration No:
3. Name of Owner/ Partners and with recent photo:
4. Address & Tel. Number of Agency/ Owner
Partner and fax number and email address:
5. Year of Establishment of the Agency:
6. GST Registration Number (with photocopy):
7. PAN Number (with photocopy)
8. Details of yearly turnover (**minimum Fifty Lakhs**) of last three years:
(Auditor's report of last three years and proof of tax paid)
 - a) Year 2017-18
 - b) Year 2016-17
 - c) Year 2015-16

(The turnover should be minimum Fifty Lakhs rupees per year on an average of three years as indicated above for meeting the eligibility criteria.)

9. Details of the services provided in the three years to the company/ organization such as Central Government, State Government / reputed private or Public sector companies/ Bank/ Hospitals/ Embassy/ High Commission, etc. (with photocopy of the documentary proof)

Sl.No	Name, address, contact no. of the organization	Annual contract amount	Details of items supplied

Signature of the Bidder

Name & Designation

Countersigned by the 'authority'

Note:- Photocopy of supplying service of clients such as State Government Bhavans. Star Hotels, etc. should be listed in the tender and certificates of experience etc. should be submitted along with tender without which the Odisha Bhawan authorities may not take cognizance of the claims made in the tender.

Financial Bid

FORMAT FOR QUOTING RATES (inclusive of all taxes, Statutory Dues)

Name of firm

Sl. No.	Items	Specifications	Rate	Tax	Total

Signature of Bidder
with Seal

Sl. No.	Items	Quantity	Specifications
1.	Conference Hall Head Chair	1 No.	<ul style="list-style-type: none"> i. High Back j. Stainless Steel Base with nylon castors k. Gas Lift for seat height adjustment l. Molded seat and back with Brown PU Upholstery m. Multiple locking synchronous tilt mechanism n. PU Pad on steel/Aluminium armrest o. Swivel Chair for easier to rotate
2.	Conference Hall Chairs	22 Nos.	<ul style="list-style-type: none"> g. Medium Back h. Stainless Steel Base with nylon castors i. Gas Lift for seat height adjustment j. Molded seat and back with Brown PU Upholstery k. Multiple locking synchronous tilt mechanism l. PU Pad on steel/Aluminium armrest m. Swivel Chair for easier to rotate
3.	Lobby Sofa	5 Nos.	<ul style="list-style-type: none"> i. Seating Capacity: Two seater j. Frame: Made of good quality seasoned Assam Teak Wood duly Anti-Termite treated k. Seat: 4" thick cushion of good quality covered with 1" thick U Foam l. Back: 3" thick good quality cushion covered with 1" thick U foam m. Primary material: Leather n. Upholstery Material: Full upholstered with good quality Leatherette o. Size: 140 cm x 77 cm x 86 cm p. Colour: Brown
4.	Semi Hard Ortho Mattress (KB)	92 Nos.	<ul style="list-style-type: none"> c. Size = 194 cm (76 ") x 91 cm (35.7 ") x 12.7 cm (5 ") d. 80% Coir, 20% foam
5.	Under-Counter Fridge	1 No.	72" x 24" x 34"