



GeM
Government
e Marketplace

**Office of the Assistant Commissioner
Tribal Welfare Department Korba, District - Korba
(Chhattisgarh)**

Tender Documents For e-Bidding

**"Supply of Bed Sheets to Hostel/Ashram in
Korba District, Chhattisgarh"**

E-Bidding

Online GeM Portal

IMPORTANT INFORMATION

SN	Description	Details
1	Purchaser / Service Receiver	Office of the Assistant Commissioner, Tribal Welfare Department Korba
2	Online Tender Submission of Bid	www.gem.gov.in
3	Tender Information available at	www.gem.gov.in and Office of the Assistant Commissioner, Tribal Welfare Department Korba
4	Date of Bid Publication	As Scheduled in GeM Portal
5	Date & Time of Pre-Bid	As Scheduled in GeM Portal
6	Last Date & Time for Submission of Tender	As Scheduled in GeM Portal
7	Date & Time of Opening of Technical Bid	As Scheduled in GeM Portal
8	Date & Time of Opening of Financial Bid	As Scheduled in GeM Portal
9	Assistant Commissioner, Tribal Welfare Department Korba - Online Bank Details	• Bank Name - Bank of Baroda • Account No - 80340100001286 • Account Name - Assistant Commissioner Tribal Development Korba • IFSC Code - BARB0VJKORB
10	Estimated cost of tender	Rs. 19,96,700/-

NOTICE FOR INVITING BID ON GEM PORTAL **(e-bidding)**

Assistant Commissioner, Tribal Welfare Department Korba invites online GEM tender in two bid system (Technical Bid and Financial Bid) for "**Supply of Bed Sheets to hostels/ashrams in Korba District, Chhattisgarh**". The bid documents duly completed in all respects have been submitted online on GEM portal along with all necessary documents. Last date of submission of duly filled in bid document will be as per GEM.

Note :- District Level Purchase Committee Korba or Assistant Commissioner, Tribal Welfare Department Korba reserves rights to accept or reject any / all tender without assigning any reasons.

" Supply of Bed Sheets to hostels/ashrams in Korba District, Chhattisgarh "

Important Documents (आवश्यक दस्तावेज)

Bid is liable to rejected in case of non-eligibility or non-submission of the requisite documents

(अपात्रता या अपेक्षित दस्तावेज प्रस्तुत न करने की स्थिति में टेण्डर अस्वीकार की जा सकती है)

Documents should be uploaded as per following sequence (दस्तावेज को निम्नलिखित अनुक्रम के अनुसार अपलोड किया जाना चाहिए)

Technical Bid

Note - All the below mentioned documents are to be uploaded in PDF format only.

(नोट – नीचे दिये गये समस्त दस्तावेज केवल पीडीएफ प्रारूप में अपलोड किया जावे)

1. The Technical Bids shall not be accepted if these documents are not received prior to bid opening.
 - Valid licence copy of registration of the firm /company
 - Copy of GSTIN.
 - Copy of PAN Card.
 - Copy of E.F.T. (Electronic Funds Transfer) (EMD)
 - Copy of OEM Certificate (The Bidder must submit the sample and OEM Certificate of the following material which is supplied by the bidder)
 - OEM Average Turnover Certificate on letter head of Chartered Accountant having UDIN Numbers (FY 2022-23, 2023-24, 2024-25)
 - Bidder Average Turnover Certificate on letter head of Chartered Accountant having UDIN Numbers (FY 2022-23, 2023-24, 2024-25)
 - Copy of ITR Copy (FY 2022-23, 2023-24, 2024-25)
 - Copy of Audit Report (FY 2022-23, 2023-24, 2024-25) (if applicable)
 - Copy of GST-R 1 & 3B (Last 03 Months)
 - Past Performance and Experience (02 Years)
 - For Authorized Distributer - OEM Authorization Certificate for all items.
 - For Manufacturers - Having valid manufacturing licence, production certificate and all other applicable licence(s) / certificate (s) for item/items quoted.
2. Mandatory documents to be submitted along with the bid. The following documents shall be mandatorily submitted along with the bid
 - Form 1: Bidder Information.
 - Form 2: Performance Statement.
 - Form 3: Bid Securing Document (Unconditional Letter of Acceptance of tender conditions).
 - Form 4: Affidavit duly notarized by Notary Public on Non Judicial Stamp Paper of Rs.100/- for correctness of Document/Information.
 - As per Annexure 03 : An affidavit of Rs. 100/- of non-blacklisted or debarred by any state government, central government or any other government department organization should be attached.
 - As per Annexure 04 : An affidavit of Rs. 100/- of lowest rate quote.
 - ISO 9001 Certificate

Note : In case of non-submission of mandatory documents, the bids may be rejected out rightly without seeking any further clarification.

Term and Conditions

1. **Documents Required:** Documents in the technical bid must be attached in chronological order as per SI. No. (1 to 20) of Checklist. Submission of checklist is mandatory for bidders failing which tender is liable to be rejected.
2. Bidder should submit BID Specific OEM authorization with name, address, and mail id of the Signatory to ensure their support for this work.
3. The bidder/OEM is required to upload, along with the bid, all relevant certificates as prescribed in the Product Specification given in the bid document. If applicable. The Bidder must submit the sample and OEM Certificate of the following material which is supplied by the bidder
4. **For Authorized Distributer** - OEM Authorization Certificate for all items. **For Manufacturers** - Having valid manufacturing licence, production certificate and all other applicable.
5. **OEM/BIDDER Turn Over Criteria :** The minimum average annual financial turnover of the OEM/BIDDER of the offered product during the last three years (FY 2022-23, 2023-24, 2024-25), should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. **In case the date of constitution / incorporation of the OEM/BIDDER are less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for these criteria. In case of bunch bids, the OEM/BIDDER of CATEGORY RELATED TO primary product having highest bid value should meet this criterion.** If, OEM/BIDDER Turnover is not available, the bidder may give an affidavit regarding turnover of its OEM/BIDDER.
 - **Turn Over Certificate (As Per Annexure 02) :-** Certificate of turnover attached should be provided in the letter head of Chartered Accountant having UDIN Numbers (Financial Year 2022-23, 2023-24, 2024-25)
 - **Turn Over :-**
 - a. For Manufacturers registered NSIC / MSME the total average turnover should be Rs. 5990100/- or more in 03 (Three) financial years
 - b. As per Gem rule Bidder should have average annual turnover of Rs. 998350/- or more in 03 (Three) financial years
6. **Income Tax Return :** I.T.R. copy should be attached (Financial Year 2022-23, 2023-24, 2024-25)
7. **GST-R :** GST-R 1 & 3B copy should be attached (Last 03 Months)
8. **Audit Report :** Audit report copy should be attached (FY 2022-23, 2023-24, 2024-25) (if applicable)
9. **Experience & Past Performance Criteria:** The OEM/bidder must have 02 years experience of Supply of Bedsheet (Chadar) at Central / State Govt. /Central or State Govt. Funded Academic and Research & Development Institute or University/Autonomous bodies/Reputed originations/ educational institute/ other establishments (preferably Government). List of supply for the Bedsheets (Chadar) in India along with latest performance report duly signed and stamped by the user(s) may be provided with the bid documents.
 - Please attach the copy of supply orders for Experience.
 - Please attach the copy of Invoice, Delivery Chalan, Work Completion Certificate along with supply orders for Past Performance.
10. **OPTION CLAUSE :** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
11. The DEPARTMENT may at its opinion, remove/repair/replace such defective materials at the seller's expense, in this event the seller shall, without any cost to the DEPARTMENT and as promptly as possible, furnish and install proper materials, repaired or replaced materials, which shall be under guarantee for a period as per OEM/ BIDDER not less than 12 (twelve) months. However, the basic spirit of warranty of the equipment as per bid will remain unchanged.
12. In the event of materials supplied, do not meet the specifications and are not in accordance with the drawings, data sheets or the terms of this supply order, rectification is required at site, the DEPARTMENT shall notify to the seller giving full details of differences. The seller shall attend the site, within 03 days of receipt of such notice to meet with representative of the DEPARTMENT for the action required to correct the deficiency.

13. The cost of Quoted Bedsheet (Chadar) should be inclusive of all accessories as per detail given the specification and detailed specification of Bedsheet (Chadar) should also be mention on the quote.
14. **Delivery period** at destination taking into cognizance of transit facilities will be 30 days or as per GeM norms from the time of generation of contract on GeM portal. This contractual delivery date/period should be inclusive of all the lead-time. The delivery date, as mentioned in the supply order will be binding and have to abide by vendors
15. The DEPARTMENT reserves the right to cancel/reject the bid without assigning any reason thereof.
16. Any action on the part of the OEM/BIDDER to influence anybody of the DEPARTMENT will lead to rejection of the bid.
17. Notwithstanding any other provision, the terms & conditions and any other items given in the Purchase order will be treated as binding with "**Errors & omission Expected**" basis. However, if the supplier notices any mistake in the contentions of the order, he must bring the same to the notice of the DEPARTMENT and seek clarifications. Supplier will have to bear the responsibility for failure to take this action.
18. The DEPARTMENT may in writing make any revision or change in the purchase order for quantities originally ordered.
If any such revisions/changes affect the price or delivery, the same shall be subject to the adjustment of price/ delivery, where requires on a reasonable basis by mutual agreement in writing which should be communicated.
19. ISO 9001 : The Bidder or the OEM of the offered products must have ISO 9001 certificate should be submitted with the bid.
20. The price quoted by the bidder should be final and no escalation shall be permitted during the delivery period except for statutory levies or government escalation, enhanced or introduced subsequent to the date of submission of the price bid duly supported by documentary evidence unless otherwise expressly agreed to, in writing by both parties.
21. The bidder shall append a certificate with the tender/bid that the firm has not been **blacklisted or debarred** any reason/period by any Central/State Government/agency of Central/Sate Government/Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid. Bidder must upload undertaking to this effect with their technical bid. If so, of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order but may warrant legal action.
22. For all items or materials, the price should be on DEPARTMENT, inclusive of all levies and duties, wherever applicable, it should be indicated separately. Also, the rates of GST should be clearly indicated along with HSN code wherever chargeable.
23. **Rejected items** would be removed by the supplier from the site within **Two Weeks** of the date of rejection at their own cost. In case they are not removed they will be auctioned at the risk and responsibilities of the suppliers without any further notice.
24. In the case of not honoring the supply order, DEPARTMENT, will have the right to impose penalty as deemed fit to resort to make purchase at the suppliers cost and risk may forfeit his security to make purchase at the suppliers cost and risk.
25. **Liquidated Damage:** In the case of non-supply/successful installation of stores within stipulated period, it will be at the discretion of DEPARTMENT to accept delivery with late delivery clause @ 0.5% per week or part of the week of delayed supply period not exceeding 10% of the order value for the item.
26. **OEM/BIDDER financial standing :** The OEM/BIDDER should not be under liquidation, court receivership or similar proceedings or should not be bankrupt. OEM/BIDDER to upload undertaking to this effect with bid.
27. **Timely Servicing / rectification of defects during warranty period:** After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service/ Rectification within 07 days' time limit. If the Seller fails to complete service/ rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller.
28. Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.
29. Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid.
30. The complete responsibility for service/maintenance/ repair of the supplied item shall be with the successful OEM/BIDDER during the warranty period and define life cycle. Further, details of after sale service support should be provided **along with bid documents**, which will include the followings:

- (A) Corresponding address of service
- (B) Telephone No.(Office)
- (C) Name of Authorized Service Person along with mobile number & e-mail address
- (D) OEM/BIDDER's dedicated / toll Free Telephone No. for Service Support.

31. Earnest Money Deposit (EMD):

- a) Bidder register under Micro & Small Enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME/ as per GoI Norms , will be considered for relaxation of EMD.
- b) The EMD of unsuccessful bidder shall be returned.
- c) EMD Act as a safeguard against bidder's withdrawing/altering its bid during the bid validity period. EMD (or Bid Security) is a must for all bidders. EMD Should be in favor of **ASSISTANT COMMISSIONER, TRIBAL WELFARE DEPARTMENT KORBA, DISTRICT-KORBA (CG)**.
- d) EMD Amount - 1% of Tender Amount. (As per the provisions given in sub-rules 4.7 of Chhattisgarh Government Store Purchase Rules, 2002 (as amended))
- e) **For Online :-**
 - IFSC Code - BARB0VJKORB
 - Bank Name - Bank of Baroda
 - Account No - 80340100001286
 - Account Name - ASSISTANT COMMISSIONER TRIBAL DEVELOPEMENT KORBA
- f) **The EMD shall be forfeited in the following circumstances :-**
 - 1. If agency refuses to pay Security Deposit within 07 working day after the acceptance of the Bid.
 - 2. Fails to fulfill implementation of the requirements of the tenders
 - 3. If any document /information provided by the bidder in support of its eligibility is found to be false or misleading or forged.
 - 4. If the bidder withdraws from the bid after submitting the bid.
 - 5. In case of any bidder who withdraws wholly or in part, after participating in the tender either fully or partially.
 - 6. If the successful bidder fails to sign the contract after communication of being L1.

32. Security Deposit (SD):

- a) The successful/ qualified bidder (L1), in both technical & financial bid, has to deposit the Security deposit (i.e. 3% of Total Contract Value), valid for period of Contract). (As per the provisions given in sub-rules 4.7.1 of Chhattisgarh Government Store Purchase Rules, 2002 (as amended))
- b) The security Deposit Amount should be deposited within 07 working day after the acceptance of the bid.
- c) The security deposit will be returned within three-month time from the end of the contract period without interest, if there are no pending issues against the Agency/Bidder.

33. Minimum Specification : As per Gem

- Flat Sheets: Designed to lay flat over the bed and be tucked manually under the mattress.
- Standard Size : 60 x 90 inches
- Thread Count (TC): 144 TC or higher (highly breathable, durable, and common for everyday Indian homes).
- Common Materials: The standard for breathability and skin-friendliness across hot and cold seasons.

BUYER SPECIFIC TERMS & CONDITIONS AND CHECK LIST FOR BIDDERS

(To be filled by the bidder and submit supporting documents along with the Technical Bid.)

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

S.N.	Details	Documents Required	Yes/No	From Page	To Page
1	GENERAL INFORMATION OF THE BIDDER (To be given on the letter head of the firm/bidder)	Document (Annexure 1)			
2	Valid licence copy of registration of the firm / company	Document			
3	The bidder should be registered with GST. The Certified copies of GST Registration certificate, with latest GST return copy are to be upload with the bid	Certificate			
4	PAN Card	Document			
5	E.F.T. (Electronic Funds Transfer) EMD	Document			
6	OEM Certificate	Document			
7	OEM and Bidder Average Turnover Certificate on letter head of Chartered Accountant having UDIN Numbers (FY 2022-23, 2023-24, 2024-25)	CA certified/ document (Annexure 2)			
8	Income Tax Return (FY 2022-23, 2023-24, 2024-25)	Document			
9	Audit Report (FY 2022-23, 2023-24, 2024-25) (if applicable)	Document			
10	GSTR 1 & 3B (Last 03 Months)	Document			
11	Past Performance & Experience (02 year)	Document			
12	Affidavit certifying that the Bidder is not debarred / blacklisted or not Indulged in corrupt or fraudulent	Affidavit (Rs.100/- Stamp paper) Notarized (As Annexure 3)			
13	The firm will provide an affidavit to this effect that "THIS IS TO CERTIFY THAT THE RATES QUOTED For TO DEPARTMENT IS THE LOWEST. WE HAVE NOT QUOTED/ SUPPLIED AT LESSER PRICE TO ANY ORGANISATION WITH THESE SPECIFICATIONS. IN CASE OF NON-SUPPLY IN INDIA, THE AFFIDAVIT TO THIS EFFECT WILL HAVE TO BE SUBMITTED BY THE FIRM. WE FURTHER AGREE THAT IF ANY PRICE DISCRIPANCY IS FOUND AT A LATER DATE, WE WILL BE LIABLE TO REFUND THE DIFFERENCE".	Affidavit (Rs.100/- Stamp paper) Notarized (As Annexure 4)			
14	Form 1: Bidder Information	Document			
15	Form 2: Performance Statement	Document			
16	Form 3: Bid Securing Document	Document			
17	Form 4 : It will be mandatory for the firm to provide an affidavit on ₹100/- stamp paper, duly notarized, affirming that all documents submitted are true and correct.	Affidavit (Rs.100/- Stamp paper) Notarized			
18	ISO 9001 Certificate	Certificate			
19	Escalation Matrix for service support : The complete responsibility for service/maintenance/ repair of the supplied item shall be with the successful OEM/BIDDER during the warranty period and define life cycle. Further, details of after sale service support should be provided along with bid documents , which will include the followings: (a) Corresponding address of service (b) Telephone No.(Office) (c) Name of Authorized Service Engineers along with mobile number & e-mail address (d) OEM/BIDDER's dedicated / toll Free Telephone No. for Service Support.	Undertaking on the company letterhead			
20	Any other documents	Documents			

Note : The tender/ bid shall be **submitted online** in two parts (Technical Bid and Financial Bid).The offers submitted by Post/ Fax/ email **shall not be considered**. No correspondence will be entertained in this matter.

ANNEXURE-1

GENERAL INFORMATION OF THE BIDDER

(To be given on the letter head of the firm/bidder)

SN	Particular	Details
1	Name of Organization/ Proprietary Firm/ Partnership Firm Registered under Partnership Act) / Limited Company (Registered under the Companies Act-1956/2013 as amended)/Corporation	
2	Entity of Organization:	
3	Address of Communication	
4	Telephone Number with STD Code	
5	Fax Number with STD Code	
6	Mobile Number	
7	E-mail Address for all communications	
8	<u>Details of Authorized Representative</u>	
A	Name	
B	Designation	
C	Postal Address with pin code	
D	Telephone Number with STD Code	
E	Fax Number with STD Code	
F	Mobile Number	
G	e-mail Address	

ANNEXURE-2

TURNOVER CERTIFICATE
(To be submitted on the C.A. Letter head)

Turnover in the financial year of

S.NO.	Financial Year	Turnover (In Lakh)
1	2022-23	
2	2023-24	
3	2024-25	
	Total	
	Average Turnover	

Note: Turnover should be certified by the Chartered Accountant.

Signature

For and behalf of (Name of the Bidder)

Designation -

Place

Date

ANNEXURE 3

(Affidavit certifying that the Bidder is not debarred / blacklisted or not Indulged in corrupt or fraudulent practices (Rs. 100/- Non-Judicial Stamp Notarized)

DECLARATION

I / We.....having my/our
.....office at do declare that I/we have carefully read all the terms & conditions
of tender of the **ASSISTANT COMMISSIONER, TRIBAL
WELFARE DEPARTMENT KORBA, DISTRICT-KORBA (CHHATTISGARH)**, for bid the no ,
..... Approved rate will remain valid for a period of one year from the date of
approval. I will abide with all the terms & conditions set forth in the tender.

I /We do hereby declare I/we have not been de-recognized / black listed by any State Govt.
Union Territory / Govt. of India / Govt. organization for supply of Not of Standard Quality (NSQ) items/part-
supply/non-supply. I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or
Security Deposit and blacklist me/us for a period of 05 years if any information furnished by us proved to be false
at the time of inspection /verification and not complying with the Tender terms & conditions.

I/We further declare that I/ We possess valid manufacturing license / authorized distributor/
authorized dealer bearing no.....Valid up to. I/We
..... do hereby declare that i/we will supply
the.....as per the terms, conditions & specifications of the tender document.

I we have not been debarred or black listed or suspended or debarred from the business from
any department of Central Government of India/ State Government / PSU/ any other government "semi
government department etc. during the last three years from the bid due date.

I we have not directly or indirectly or through an agent engaged or indulged in any corrupt
practice fraudulent practice, Coercive practice, undesirable practice, or restrictive practice the respect of any
tender or request for proposal issued by or any Agreement entered into with the Authority or any other public
sector enterprise or any government, central or state.

Name & Address of the firm:

Seal & Signature: -

Mobile No.:

Email ID: -

ANNEXURE 4

(An Affidavit of Rs. 100/- Non-Judicial Stamp Notarized)

DECLARATION

The firm will provide an affidavit to this effect that

"THIS IS TO CERTIFY THAT THE RATES QUOTED For

..... TO DEPARTMENT IS

THE LOWEST. WE HAVE NOT QUOTED/SUPPLIED AT LESSER PRICE TO ANY ORGANISATION WITH

THESE SPECIFICATIONS. IN CASE OF NON-SUPPLY IN INDIA, THE AFFIDAVIT TO THIS EFFECT WILL

HAVE TO BE SUBMITTED BY THE FIRM. WE FURTHER AGREE THAT IF ANY PRICE DISCRIPANCY IS

FOUND AT A LATER DATE, WE WILL BE LIABLE TO REFUND THE DIFFERENCE".

Name & Address of the firm:

Seal & Signature: -

Mobile No.:

Email ID: -

Form 1: Bidder Information

(To be submitted as part of Technical bid)

(On Company Letter-head)

(Along with supporting documents, if any)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

GeM bid ref. no.; Title:

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanors in the Tender Document.

(Please tick appropriate boxes or strike out sentences/phrases not applicable to you)

1. Bidder/Contractor particulars:

- Name of the Company:.....
- Corporate Identity No. (CIN):
- Registration, if any, with The Procuring Entity:
- GeM Supplier ID (if registered with GeM)
- Place of Registration/Principal place of business/manufacture
- Complete Postal Address:
- Pin code/ZIP code:
- Telephone nos. (with country/area codes):
- Mobile Nos.: (with country/area codes):
- Contact persons/Designation:
- Email IDs:

Submit documents to demonstrate eligibility - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarized and certified copy of its Registration; and in case of Society – its Byelaws and registration certificate of the firm.

2. Taxation Registrations:

PAN number:

Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):

GSTIN number: in Consignor and Consignee States

Registered/Certified Works/Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose:

Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

- We solemnly declare that our GST rating on the GST portal/Govt. official website is not negative / blacklisted. Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3. Authorization of Person(s) signing the bid on behalf of the Bidder

Full Name: _____

Designation: _____

Signing as:

- A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,
- A partnership firm. The person signing the bid is duly authorized being a partner to do so, under the partnership agreement or the general power of attorney,
- A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.
- Documents to be submitted: Registration Certificate/Memorandum of Association / Partnership Agreement/Power of Attorney/Board Resolution

4. Bidder's Authorized Representative Information

- Name:
- Address:
- Telephone/ Mobile numbers:
- Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[Name& address of Bidder and seal of company]

Documents Attached: As above

Form 2: Performance Statement

Statement of Supplies during Last Three Years and Outstanding Current Orders
(To be submitted as part of Technical bid)
(On Company Letter-head)

GeM Bid ref.No; Title:

Bidder's Name_____

[Address and Contact Details]

Bidder's Reference No._____ Date.....

Note to Bidders: Fillup this Form against your past performance highlighting their qualification to supply similar Goods. Statements and Documents to the Performance Statement such as purchase order be mentioned/attached here. The list below is indicative only. You may attach more documents as required to showcase your past performance. Add additional details not covered elsewhere in your bid in this regard.

Sn	Order issued by	Order No. & Date	Qty ordered	Quantity supplied	Unit Price at which supplied	The total value of the order	Status as on date- ---
1							
2							
3							

If any details is not mentioned in the work completion certificate, documentary proof of the details like LOA, BOQ, Completion Certificates, copy of final bill, etc. is to be submitted and uploaded on Tender website.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign bid for and on behalf of

.....
.....

[Name& address of Bidder and seal of company]

Documents Attached: Performance records/contracts

Form 3: Bid Securing Document

Note: To be submitted as part of Technical bid, along with supporting documents, if any.

Bid Securing Declaration
(On Company Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To

Department Name

Department Address

Ref: GeM bid Ref. No.; Title:

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Bid Document, the bid must be supported by a Bid Securing Declaration.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we :

1. withdraw/amend/imp/derogate, in any respect, from our bid, within the bid validity; or
2. being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - i) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - ii) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- receipt by us of your notification :
 - (a) of cancellation of the entire tender process or rejection of all bids or
 - (b) of the name of the successful bidder or
- After the expiration of the bid validity or any extension to it.

(Signature with date)

.....

(Name and designation)

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

[Name& address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place.....[insert place of signing]

Documents Attached:.....

Form 4: Affidavit Form

(To be submitted by bidder on non-judicial stamp paper of Rs.100/ (Rupees Hundred only) duly attested by Notary Public (Notarized)

Affidavit of Mr..... S/o.....

R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s..... Having its Head Office/Regd. Office at.....
2. That the information/documents/Experience certificates submitted by M/s..... along with the bid for(Name of work) to DEPARTMENT are genuine and true and nothing has been concealed.
3. I shall have no objection in case DEPARTMENT verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case DEPARTMENT demands so for verification.
4. That.....(Name of the bidder) shall fully comply with the DIPP's PPP-MII order no P-45021/2/2017/E II dated 15.06.17 or any further revision at any later date during the entire tenancy of the contract. (Applicable for Indian manufacturers only)

Note: In case of procurement for a value in excess of Rs. 10 crore, above undertaking shall be provided from a statutory auditor or cost auditor of the company (in the case of companies) or from a practicing chartered accountant (in case of tenderer other than companies)

5. I hereby confirm that in case, any document, information &/ or certificate submitted by me found to be incorrect / false fabricated, DEPARTMENT at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
6. I shall have no objection in case DEPARTMENT verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards Performance Guarantee from the Zonal / Branch office of issuing Bank.
7. I hereby confirm that our firm /company is not blacklisted/ barred /banned from tendering by DEPARTMENT. If this information is found incorrect, DEPARTMENT at its discretion may disqualify / reject / terminate the bid/contract.
8. The person who has signed the tender documents is our authorized representative. The Company is responsible for all of his acts and omissions in the tender,

I,, the proprietor/Authorised signatory of M/s.....do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there fromand that no part of it is false. DEPONENT Verified at.....this.....day of.....

DEPONENT

ATTESTED BY (NOTARY PUBLIC)

OTHER INFORMATION & INSTRUCTIONS FOR THE BIDDERS

Special Conditions & instructions for Bidders as given in the subsequent pages will prevail over the conditions stated in the tender documents in the previous pages, wherever relevant and applicable.

1. **ATC Download:** Eligible Bidders can download the ATC Document in the GeM Portal.
2. **Submission of actual bids:** Suppliers have to submit and sign their bids within the date and time as stated in the tender schedule (Key Dates). The bids of only the supplier who have submitted their bid seals within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A supplier who does not submit this bid seal within the stipulated time will not be allowed to submit his bid.
3. **Fill Negotiated Rates:** The successful bidder may have to fill in Negotiated Rates if so required during this Process. In case of no negotiation or no change in rates successful bidders need to complete the Fill Negotiated Rates stage.
4. **Key Dates:** The suppliers are strictly advised to follow the tender schedule (Key dates) for their side of task and responsibilities to submit their bids, as the system is time and date locked.
5. The buyer has an existing set up / inventory for similar service. The offered / supplied product must be compatible with existing system. The bidder has to ensure compatibility of the supplied items or shall have to include in the supply the necessary equipment's to make them compatible at no extra cost to the buyer.
6. Successful bidder will have to ensure that adequate number of dedicated technical service personals / engineers are designated / deployed for attending to the service request in a time bound manner and for ensuring timely servicing / rectification of defects during warranty period, as per service level agreement indicated in the relevant clause of the bid.
7. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
8. Bidder are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (which is lower), subject to the maximum of quoted GST %.
9. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
10. **Legal Jurisdiction :** Disputes, if any arising out of the bidder and its services shall be subjected to the Jurisdiction of Korba, State of Chhattisgarh.
11. **Work Place / Delivery Location :**
The successful bidder will have to first submit the entire material to **the office of Assistant Commissioner Tribal Development Korba, District-Korba (C.G.)** or any other place instructed by Department.
Address - Office the Assistant Commissioner, Tribal Welfare Department Korba
1st Floor of Collectorate Building at Collectorate Campus
ITI Rampur Korba, District-Korba (Chhattisgarh)
Pin Code - 495677
12. **Payment -** Payment for work order issued and supplied material will be made on receipt of allotment and after deduction of tax as per rules, only if the material is found to be of good quality in physical verification by the technical committee authorized by the purchase committee, office. In case the work is not of good quality the purchase order shall be cancelled and the security deposit shall be confiscated and the work shall be ordered from another firm having the lowest rate.
13. Assistant Commissioner, Tribal Development Korba, District-Korba (CG) will have the right to cancel the tender due to any unavoidable reasons/extend the date of submission of tender/make any amendment in the tender, which can be done without any notice.

The committee constituted during the tender process can lay down any condition which is in the favour of the Government. This condition shall be binding on all the bidders and shall be binding on them.

अपर कलेक्टर सह अध्यक्ष महोदय द्वारा अनुमोदित


**Assistant Commissioner
Tribal Welfare Department Korba
District - Korba (Chhattisgarh)**

