

**TENDERER'S PROFILE**  
**SUPPLY OF DIFFERENT TYPE OF JUTE & COTTON FOLDERS / BAGS**  
*(To be filled in & returned with the documents)*

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:-
		Residence:-
		Mobile :-
		Fax No :-
		E.Mail I.D :-
3.	Details of amount towards paper cost.	<b>Rs. 500/-</b> D.D. / B.C. No ..... Date: ..... Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	<b>Rs. 10,000/-</b> D.D. / B.C. No ..... Date: ..... Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	Details of up-dated e-filing acknowledgement should be furnished.	
7.	Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached)	
8.	Details of credentials of similar nature of work at least for three years. (Photo copy to be attached)	

**DECLARATION**

1. I ..... Son / Daughter / Wife of Shri .....  
Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am  
competent to sign this declaration and execute these tender documents.
2. I have carefully read and 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 & authentic and to the best  
of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated  
document would lead to rejection of my tender at any stage besides accruing of liabilities towards  
prosecution under appropriate law.

Place:  
Date:

Signature of Authorized person  
Full Name:  
Seal:

## FINANCIAL BID

### SUPPLY OF DIFFERENT TYPE OF JUTE & COTTON FOLDERS / BAGS.

Sl. No.	Description	Type	Size	Qty.	Amount quoted (Excluding GST)
1.	Jute Folder	Appliqué work with chain.	14" X 10"	Each	
2.	Jute Folder.	Without appliqué work with SIRD & PR Logo and Name.	14" X 10"	Each	
3.	Jute Folder.	Appliqué work.	14" X 10"	Each	
4.	Jute Folder.	Appliqué work with SIRD & PR Logo and Name.	14" X 10"	Each	
5.	Cotton Folder.	Without appliqué work.	14" X 10"	Each	
6.	Cotton Folder.	Without appliqué work with SIRD & PR Logo and Name.	14" X 10"	Each	
7.	Cotton Folder.	Appliqué work with chain.	14" X 10"	Each	
8.	Cotton Folder.	With appliqué work with SIRD & PR Logo and Name.	14" X 10"	Each	
9.	Jute Bag.	Without appliqué work.	14" X 13"	Each	
10.	Jute Bag.	Without appliqué work with SIRD & PR Logo and Name.	14" X 13"	Each	
11.	Jute Side Bag.	Appliqué work with chain.	12" X 16"	Each	
12.	Jute Laptop Bag.	Appliqué work with chain.	13" X 16"	Each	
13.	Jute don Bag.	Appliqué work with chain.	12" X 14"	Each	
14.	Jute Executive Bag.	Appliqué work with chain.	12" X 16"	Each	
15.	Conference Bag.	Appliqué work with chain.	12" X 16"	Each	

**N.B.:-**

- 1) Colour Photographs as sample of each items (Both side) with tagging of rate should be attached.
- 2) It excludes GST, which will be separately made payment as applicable from time to time.

*Signature of the bidder with office seal*

**TERMS & CONDITIONS**  
**SUPPLY OF DIFFERENT TYPE OF JUTE & COTTON FOLDERS / BAGS.**

1. The firm must be registered under CGST / SGST Act.
2. The tenderers / Self Help Groups (SHGs) / Gram Panchayat Level Federations (GPLFs) are to submit photo copy of the registration certificate.
3. The tenders are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
4. The tenders registered under OST Act are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
5. The SHGs / GPLFs are exempted from depositing Tender Paper Cost and EMD.
6. The authorization letters if any to be enclosed in the tender with due attestation.
7. The quoted amount must be excluding GST, which will be made payment separately.
8. The tenders should preferably supply the training kits as per requirement by procuring the same from SHGs / GPLFs.
9. The contract / rates of the successful bidder for the year 2019-20 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1<sup>st</sup> year of contract.
10. No conditional tender will be accepted by the authority from the tenderers.
11. No advance payment will be made to the party after acceptance of tender or execution of order.
12. Delivery of the goods should be made on proper requisition within a day or two at SIRD & PR, Bhubaneswar
13. Original documents are to be produced for verification by the members of the committee.
14. If any information / document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
15. It is the responsibility of the tenders for timely delivery of the articles to the SIRD & PR, Bhubaneswar at their own cost.
16. Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
17. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as **"SUPPLY OF JUTE & COTTON FOLDERS / BAGS"** on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
18. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
19. The tenderers qualified in the technical bids shall be eligible for the financial bid.
20. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
21. The undersigned / committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
22. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
23. All pages of the bids are to be signed & stamped by the tenderer.
24. Selection of the items will be followed on finalization of samples whenever is necessary.
25. For any services / supply, the firm / organization should not be blacklisted by any Government organization If found later on, the action deemed to fit will be initiated against the firm as per the law.
26. The Interested tenderers may contact Sri Prafulla Kumar Panda of SIRD&PR, Bhubaneswar (Phone No. 9437309905) for any clarification thereof.
27. The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples.

**DIRECTOR**