

**REGIONAL INSTITUTE OF EDUCATION,  
(A Constituent unit of NCERT)  
Sachivalaya Marg, Unit-IX, Bhubaneswar- 751022**

**E-Tender**

**F. No. RIEB/Kala Utsav-2022-23/Bedding / 441**

**dated 21.11.2022**

E-Tender Notice for inviting bids for Hiring of Bedding Service during Kala Utsav – 2022-23 to be held at Regional Institute of Education (RIE), Bhubaneswar from 3rd to 7th January 2023.

**Critical Dates**

Date of publishing Tender:	26.11. 2022
Sample Verification Date:	10.12. 2022 at 11.00 AM
Last Date for Receipt of Tender:	12.12. 2022 at 5.00 PM
Date & Time for Opening Tender:	14.12.2022 at 11.00 AM.

**INVITATION FOR BIDS:**

1. RIE, Bhubaneswar is a constituent unit of NCERT, an Autonomous Organization under Ministry of Education and intends to hire, 'beddings' for the Kala Utsav 2022-23 event to be organized at its premises. Sealed e-tenders for supply of beddings on hiring basis is invited as per terms and conditions set out in this tender document.
2. The terms and conditions as indicated below may be noted carefully and complied with while submitting the tender with reference to this enquiry. The bidders who agree to the stipulated terms and conditions, are requested to quote their rates. Non-adherence to terms and conditions may result in rejection of the tender. The tender shall be submitted strictly in accordance with Proforma enclosed at Annexure-"A".

**SCOPE OF CONTRACT:**

3. The scope of the contract is as under:-
  - a) About 1000 persons including school children and their escorts/teachers are expected to assemble and stay at the RIE, Bhubaneswar campus. Bedding is required to be provided for the entire assemblage.
  - b) The actual number of arrivals will be known only by 31/12/2022. Supply of beddings shall be limited to the actual arrivals. The beddings shall be supplied immediately on arrival and assignment of rooms to the participants.
  - c) Each bedding set shall comprise one mattress, one white bed sheet, one woolen blanket/quilt (Razai) and one pillow with white pillow cover. The bedding sets shall be thoroughly clean without any dirt, stains or foul smell and shall be germ-free. Unclean, torn, damaged, foul smelling or germ-infested articles shall not be accepted under any circumstances.
  - d) The bed sheet and pillow cover shall be changed, and made germ-free, every alternate day.
  - e) An authorized representative of the contractor shall remain present at the camp venue at all times to ensure fault-free service and deal with complaints, if any.

### **BIDDERS' QUALIFICATION:**

4. The bidder should have a minimum of three years' experience of executing similar contracts with government departments.
5. The bidder should have valid GST registration number & Pan Card and copy of both the documents should be uploaded. The bidder shall upload documentary evidence of executing similar contracts with other Govt. Departments and shall also upload an affidavit non Blacklisting of the firm, if any, by any Government Department, in the prescribed format included in the tender document at **Annexure-“B”**.
6. The bidder should produce one set of samples of articles of bedding offered for hire on 10.12.2022 at 11.00 am RIE Bhubaneswar compulsorily. The Committee will verify the sample materials and the tenders will be downloaded basing upon acceptance/rejections of samples.

### **TERMS AND CONDITIONS OF CONTRACT:**

7. In submitting the tenders, the bidders shall ensure compliance with the following terms and conditions:
  - 7.1. The tenders for supply of beddings as per the scope of the contract given above, should be signed by the authorized person and his full name and status should be indicated below his signature. For this purpose, an undertaking from the bidder regarding authorized person may be uploaded. All pages of tenders are to be signed with office seal. Incomplete offers will be considered as unresponsive and will be rejected.
  - 7.2. Overwriting/cutting/erasing, if any, should clearly be indicated and should be authenticated /attested by the bidder. A certificate to the effect that “No cutting/overwriting in the rates etc. have been made.” is required to be furnished along with the quotation otherwise bid will be rejected.
  - 7.3. All tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Bankers Cheque, drawn in favour of General Fund Account, Bhubaneswar and payable at, Bhubaneswar. The EMD will be liable to be forfeited if the bidder withdraws or impairs the tender in any respect. No interest will be paid on EMD which will be refunded to the unsuccessful bidders as soon as tenders are opened and successful bidder is declared.
  - 7.4. The successful bidder shall not sublet/transfer/re-assign/outsource the contract further.
  - 7.5. The right of acceptance of tender (s) will rest with the Principal RIE, Bhubaneswar. Also, RIE, Bhubaneswar is not bound to accept the **lowest tender** and reserves the right to reject any or all the tender(s) received without assigning any reasons.
  - 7.6. The rates should be quoted for one set i.e one mattress, one white bed sheet, one woolen blanket/ quilt (razai) and one pillow with cover in figures as well as in words and should be inclusive of all taxes/levies. In case, if any mismatch in figure and words the lowest rate quoted in either figure OR words will be taken for consideration.
  - 7.7. The date/time by which supply of the contracted items in accordance with the scope of contract mentioned in Para 3 above, would be completed, should be clearly mentioned in the tender, failure to comply with the terms and conditions and time-limits set in the tender may result in termination of contract.
  - 7.8. The successful bidder shall be required to furnish performance security for an amount of 03% of the total value of the contract, at the time of commencement of supply of stores, in the form of an amount payee demand draft drawn in favour of General fund Account payable at Bhubaneswar, to ensure due performance of the order/contract in accordance with the terms and conditions set out in

the tender document. Further, such performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. No interest will be paid on such deposit.

- 7.9. For the entire duration of the performance contract, the bidder/contractor shall remain available at the postal address furnished in the bid. Any change in the address must be communicated to RIE, Bhubaneswar, well in time.
- 7.10. The Contractor will not lodge any claim with regard to interest for delay due to any administrative reasons, in settlement of his dues.
8. The Earnest money of the successful bidder will be refunded immediately on receipt of performance security being deposited against the contract. However, the same shall not carry any interest.
9. No advance payment will be made. Those who do not accept this condition, need not submit their bids. The bids demanding advance payment in full or part are liable to be rejected without any notice/Communication.
10. Full payment will be made through RTGS against the duly-stamped pre-receipted bill (in triplicate) after completion of the contract.
11. The tenders in accordance with the terms and conditions set out in this tender notice, may be addressed to Principal, Regional Institute of Education, Bhubaneswar-751022.
12. Tenders can be uploaded up to 5 PM on 12.12.2022. Tenders will be opened on 14/12/2022 at 11.00 A.M. Only those tenders will be downloaded whose sample items are accepted by the committee members after verification of samples on 10.12.2022.

Sd/-  
Chairperson  
Stay Arrangement Committee  
Kala Utsav - 2022-23

(This should be typed on the printed letter head of the bidder)

To

The Principal, RIE,  
Sachivalaya Marg,  
Bhubaneswar-751022

**Subject: Tender for the supply of “Beddings” on Hire.**

Sir,

With reference to your Tender Enquiry letter No.....dated ..... and available on RIE, Bhubaneswar website, we are submitting our most competitive rate for supply of beddings, as in the statement below, as per terms and conditions set out in the tender document.

S. No.	Description of Beddings	Unit	Unit price inclusive offreight, labour and all other charges Per day (Rs)	GST%(Rs)	Total Price (including all taxes and all other charges) (Rs.)
1.	One set of beddings includes one 4 inch mattress of size of 6'x3', one bed sheet white (single), one pillow with cover and one blanket / quilt (razai) with cover.	One set			

(Rupees in words .....)

We also undertake that all the terms and conditions of the tender document are acceptable to us. We are also enclosing a DD/BC for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) as EMD vide DD/BC No. ....date .....drawn on the.....Bank .....Branch in favour of **General Fund Account** payable at Bhubaneswar.

Yours faithfully

Signature Name of Firm  
and with Rubber Stamp

Date:

Place:

**Declaration regarding Non blacklisting/debarring from taking part in the tender**

I /We ..... (Bidder) hereby declare that the firm/agency

Name M/s.....

has not been blacklisted or debarred in the past by any department of the union government or of any state government or any other organization, from taking part in government tenders in India.

Or

I / We .....(Bidder) hereby declare that the firm/agency namely M/s..... was blacklisted

or

debarred by the central government/state government or ...../organization named

.....from taking part in government tenders for a period of

.....years w.e.f. ....to ..... The period is over on

..... and now the firm/company is entitled to take part in government tenders. In case the above information is found to be false, I/we are fully aware that the tender's contract will be rejected/cancelled by the Principal, RIE, Bhubaneswar, and EMD/SD shall be forfeited.

In addition to the above Principal, RIE, Bhubaneswar will not be responsible to pay the bidder for any completed/partially completed work.

Name \_\_\_\_\_

(Authorized signatory of the Firm)

Address with Seal \_\_\_\_\_

Date:

Place: