

**SAMPLE**

**TENDER PAPER**

**OFFICE OF THE DISTRICT MANAGER**  
**ORISSA STATE CIVIL SUPPLIES CORPORATION LIMITED.**  
**DISTRICT**

**TENDER DOCUMENT FOR PURCHASE OF MANUAL WEIGHING SCALE**

**CONTENTS**

<b>SI No.</b>	<b>Subject</b>	<b>Page</b>
1	General Information	3-4
2	General Instructions and Guidelines for the Tenderer	5
3	Definitions	5-6
4	Quoting of rate	6
5	Tender Process	7
6	Others	7-8
7	Earnest Money Deposit (EMD)	9
8	Delivery of Tender Documents	9
9	Opening of Tenders	10
10	Quoting of same rates by more than one Tenderer & negotiation with Tenderers	10-11
11	Corrupt Practices	11
12	Relationship with third parties	11
13	Delay, Strike etc.	11
14	Liability of supplier for losses of suffered d by Corporation	11-12
15	Set off	12
16	Interviews and acceptance of Tender	12
17	Execution of Agreement	12
18	Summery termination	13
19	Volume of work	13
20	Subletting	13
21	Payment	14
22	Instruction to fill up the Technical Bid	14
23	Instruction to fill up the Price Bid	15
24	Responsibility of the supplier	15-16
25	Arbitration	16
26	Jurisdiction of court	16
27	Technical Bid (Annexure-I)	17-19
28	Check list (Annexure-II)	20

(Signature of the Issuing Officer) 1

(Signature of the Tenderer)

29	Declaration(Annexure-III)	21
30	Point of reference to fill up Price Bid(Annexure-IV)	22
31	Price Bid(Annexure-V)	23
32	General information on RRC-cum-DSC (Annexure-VI)	24

- 1) The Tenderer has to sign each and every page of the Tender Document and put his seal. All enclosures will be treated as part of Tender Document.
- 2) The Tenderer is requested to go through the Tender Document carefully before filling the same, so that there will be no ambiguity later on.

District Manager,  
OSCSC Ltd. \_\_\_\_\_ District

**OFFICE OF THE DISTRICT MANAGER**  
**ORISSA STATE CIVIL SUPPLIES CORPORATION LIMITED.**  
**DISTRICT**

**TENDER DOCUMENT FOR PURCHASE OF MANUAL WEIGHING SCALE**

SI No.....

**1. General Information:-**

1. MANUAL WEIGHING SCALE SHALL BE PURCHASED FOR USE IN ALL / ANY RRC-cum-DSC OF THE DISTRICT LOCATED IN BLOCKS, NAC / MUNICIPALITY / MUNICIPAL CORPORATION.
2. Cost of Tender Paper-Rs.50/- only inclusive of VAT.
3. Deposit of cost of Tender Paper - Money receipt number.....Date.....  
Or  
- Bank Draft number.....Date.....  
Or  
- Bankers cheque number.....Date.....

(Money receipts in case of Tender Paper purchased from the District Office, Bank Draft / Bankers cheque on Tender Paper downloaded from District website. The Draft or Bankers cheque shall be made in favour of the District Manager, OSCSC.Ltd.\_\_\_\_\_ District payable at \_\_\_\_\_)

4. Last date for receipt of Tender Paper - Date- Time-
5. Date & Time of opening of Tender Paper - Date- Time-  
& Technical Bid.
6. Date and Time of opening of Price Bid  
in case of Tenderers who are successful in  
Technical Bid. - Date- Time-

(Signature of the Issuing Officer) 3

(Signature of the Tenderer)

7. Original documents as per “Check List” shall be produced by the Tenderer on date and time of opening of Tender paper and Technical Bid before the District Tender Committee.

**Note:-**

- (i) If the last date for receipt of Tender Paper or the date on which Tender is scheduled to be opened falls on holiday, the next working day shall be the date for receipt of Tender Paper and opening of Tender Paper as the case may be.
- (ii) The tender paper shall be in duplicate. The first copy of the Tender Paper shall be submitted at the office of the District Manager, OSCSC.Ltd. \_\_\_\_\_ District in the Tender Box. The second copy shall be retained by the Tenderer for his reference.
- (iii) The Tender Paper consists of 24 pages.
- (iv) The Tender Paper & Tender Document is available in the website of the District i.e. \_\_\_\_\_.

## **2. General Instructions and Guidelines for the Tenderer:-**

- 2.1. The Tenderer shall read all the instructions and guidelines carefully before filling the Tender Document and submitting the same.
- 2.2 All the instructions, guidelines and the Tender paper shall form part of the Agreement.
- 2.3 In case the cost of the Tender Paper, EMD and any document as per the **Annexure-II** is not enclosed to the Technical Bid, the Tender Paper shall be rejected.
- 2.4 The District Tender Committee reserves the right to negotiate with the L-1 Tenderer for reasonable rate.
- 2.5 The District Tender Committee reserves the right to have cross negotiation with all the qualified Tenderers, if required to finalise the reasonable rate for supply of manual weighing scale.
- 2.6 The Tenderer will have to arrange supply of weighing scale with all accessories to all / any RRC-cum-DSC of the district located at Block, NAC, Municipality and Municipal Corporation.
- 2.7 Tenders not accompanied with, all the Schedules / Annexures, and duly filled in, signed by the Tenderer and attested by the Notary Public, the same shall be liable for rejection.

## **3. Definitions: -**

- 3.1 The term '**Contract**' shall mean and include the notice inviting Tender, the invitation to Tender, incorporating the instruction to Tender, the Tender documents, its Annexures and schedules, acceptance of Tender, agreement and such general and special conditions as may be added to it as & when required.
- 3.2 The term '**Tenderer**' shall mean and include the person or persons, HUF, firm or company with whom the contract has been made including their heirs, executors, administrators, successors and their Authorized Person, as the case may be.
- 3.3 The terms '**Corporation**', OSCSC Ltd., shall mean the Orissa State Civil Supplies Corporation Limited established under Indian companies Act 1956 and shall include its District Manager and its successor or successors and any Authorized Person to act for the District Manager for any specified work.

- 3.4 The terms '**District Tender Committee**' shall mean the Committee formed as such by the Collector of the district for opening of tender and finalization of L-1 firm and to take decision on all the related matters.
- 3.5 The term '**District Manager**' shall mean the District Manager of the Corporation, working in Revenue District or any authorized officer to act on his behalf for a specific work.
- 3.6 The term "**Govt.**" shall mean Govt. in Food Supplies & Consumer Welfare Department of Govt. of Orissa, Bhubaneswar.
- 3.7 The term '**Rice Receiving Centre-cum-Departmental Storage Centre(RRC-cum-DSC)**' shall mean the storage centre run by the Corporation for receipt, storage and delivery of Foodgrains with HDPP bag or jute gunny bag or any other package commodity. This shall include Corporation own godown, hired godown, hired godown managed through CWC/OSWC & godowns of CWC/OSWC under occupation of the Corporation.
- 3.8 The term "**Supplier**" shall mean supplier of weighing scale shall mean & include a person / firm / company finalized by the tender committee for supply of manual weighing scale.
- 3.9 The term **manual weighing scale** shall mean and include the following accessories conforming to the specification of Legal Metrology Department.
- (i) One Beam Scale of 200 kg. capacity class - c.
  - (ii) Duly re-verified and stamped cast iron weights as follows:
    - (a) 50 gram to 10 kg – 1 set
    - (b) 20 kg. – 5 nos.
  - (iii) One iron stand with iron base.
  - (iv) Iron pan with chain.
- (Photo copy of full set of equipment shall be attached by the Tenderer with the Tender paper)

#### **4. Quoting of rates:-**

- 4.1 The rate of manual weighing scale with accessories shall be quoted for each item of accessories with rate for the total set.
- 4.2 The Tenderers are required to quote the rate per set, inclusive of cost of all the items, stamping charges, taxes, transportation and delivery at RRC-cum-DSC in the prescribed format of the Price Bid.

## **5. Tender process:-**

- 5.1 Tenderers participating in the Tender process shall submit a technical bid & price bid in response to the Tender Call Notice.
- 5.2 **Earnest Money Deposit (EMD), Technical Bid & Price Bid** shall be contained in separate sealed envelopes clearly marked “**EMD**”, “**Technical Bid**” & “**Price Bid**” as per norms specified below.
  - 5.2.1 **FIRST** sealed Envelope will contain only the EMD. This envelope shall be marked : “**PART-I – EMD**”
  - 5.2.2 **SECOND** sealed Envelope will contain the **Technical Bid (Annexure-I), Check List(Annexure-II) & Declaration(Annexure-III)**. This envelope shall be marked : “**PART-II – TECHNICAL BID**”
  - 5.2.3 **THIRD** sealed Envelope will contain the **Price Bid (Annexure-V), Point of Reference to fill up Price Bid (Annexure-IV) & General Information on set of weighing scale**. This envelope shall be marked “**Part-III – PRICE BID**”.
  - 5.2.4 **FOURTH** sealed Envelope will contain all the THREE envelopes sealed separately i.e. **EMD, TECHNICAL BID & PRICE BID with superscription “TENDER FOR SUPPLY OF MANUAL WEIGHING SCALE”**.
- 5.3 ENVELOPE CONTAINING TECHNICAL BID WILL BE OPENED FIRST AND SCRUTINIZED ON THE DAY OF OPENING OF TENDER PAPER.
- 5.4 THE PRICE BID OF THE TENDERER WHO QUALIFIED ON SCRUTINY OF TECHNICAL BID SHALL BE CONSIDERED AND OPENED ON THE SCHEDULED DATE & TIME.

## **6. Others:-**

- 6.1 The contract for supply if any, which may eventuate from this Tender, shall be governed by the terms and conditions of contract as contained in the invitation / instructions to the Tenderer and provisions contained in the Tender documents.
- 6.2 *The instructions to be followed for submitting the Tender papers are set out below:*
- 6.3 Information about Tenderers: The Tenderers must furnish full, precise, correct and accurate details of information asked for in the Tender documents, Technical Bid & Price Bid.

- 6.4 **Signing of Tender Papers:** Person or persons signing the Tender Papers shall state in what capacity, he / she is or they are signing the Tender, e.g. as sole proprietor of a firm or as a Secretary / Manager / Director etc., of a Limited company or as a partner of a partnership firm or Karta of HUF. The names of all the partners and Directors should be disclosed and the Tender shall be signed by all the partners or any partner duly Authorized or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. An attested copy of the partnership deed shall be furnished with the Tender Papers. In case of a limited company, the names of the Directors shall be mentioned and it shall be certified that the person signing the Tender is empowered to do so on behalf of the limited company. A copy of the Memorandum and Articles of Association of the Company along with copy of the resolution of the company authorizing the person who will sign the Tender Paper on behalf of company shall be attached to the Tender document. In case of Hindu Undivided Family, the names of the family members should be disclosed and the Karta, who can bind the HUF, shall sign the Tender and indicate his status below his signature.
- 6.5 The persons signing the Tender Paper or any document forming part of the Tender, on behalf of another or on behalf of a firm or on behalf of a company , shall be responsible to produce a registered power of attorney duly executed in his favour, stating that he / she has authority to bind such other person or the firm or the company as the case may be, in all matters pertaining to the contract. If the person so signing the Tender, fails to produce the said registered Power of Attorney, his / her Tender Papers shall be liable for rejection, without prejudice to any other rights of the Corporation, under the Law.
- 6.6 The "**Power of Attorney**" shall be executed by all the partners in the case of partnership concern; by the proprietor in the case of a proprietary concern, and by the person who by his / her signature can bind the company in the case of a limited company. In the case of Hindu Undivided Family "Power of Attorney" shall be executed by the Karta of the family who by his / her signature can bind the HUF.
- 6.7 The successful Tenderer shall ensure that the necessary documents authorizing the person who has signed the Tender to bind his / her firm or the company or HUF have been filed and registered as per the provision of law.

## **7. Earnest Money Deposit (EMD) :-**

- 7.1 Each tender must be accompanied by an EMD of **Rs.5,000/- (Rupees five thousand)** only in the form of crossed Demand Draft / Bankers cheque issued by any Nationalized / Scheduled Bank and drawn in favour of District Manager, OSCSC Ltd., \_\_\_\_\_ district payable at \_\_\_\_\_. In case the Tender Paper submitted is not accompanied by EMD, the tender paper shall be summarily rejected.
- 7.2 EMD shall be forfeited in case the successful Tenderer fails to execute the agreement for supply of manual weighing scale and also fails to supply by the date prescribed by the District Manager without prejudice to any other rights and remedies of Corporation under the contract and law.
- 7.3 EMD shall be refunded to all unsuccessful Tenderers.
- 7.4 No interest shall be payable on the amount of earnest money.
- 7.5 In case the L-1 rate is not workable and the supplier of manual weighing scale is selected on cross negotiation, then the EMD of the L-1 Tenderer shall be refunded.

## **8. Delivery of Tender Documents:-**

- 8.1 The Tenderers shall submit Tender documents duly filled in, complete and signed on each page in a sealed envelope being superscribed as "Tender for supply of manual weighing scale", addressed to the District Manager, OSCSC Ltd. \_\_\_\_\_ district.
- 8.2 *All Tender Papers are required to be submitted in the **Tender Box** at the office of the District Manager, OSCSC.Ltd. \_\_\_\_\_ District.*
- 8.3 Tender documents shall be accompanied with EMD. The Tenderers, who have downloaded the Tender paper from the district website shall have to pay an amount of Rs.50/- only (Rupees fifty only) along with the Tender Paper. The amount shall have to be in the form of a Crossed Demand Draft / Bankers cheque issued by any Nationalised / Scheduled Bank in favour of District Manager, \_\_\_\_\_ district payable at \_\_\_\_\_.
- 8.4 All credentials, documents and copies of certificate / information called for shall be submitted along with the Tender papers duly signed and attested by the Notary Public.
- 8.5 The rate of manual weighing scale shall be a consolidated one.
- 8.6 The Tenderer shall quote the rate as specified at Clause-4 for one set of manual weighing scale with all accessories.

**9. Opening of Tender Paper:-**

- 9.1 The Tender Paper shall be opened in the chamber of the \_\_\_\_\_ District Manager or in such other office premises at \_\_\_\_\_ district on the date and time specified. The Tenderers shall be at liberty to be present either in person or through an authorized representative at the time of opening of Tender. The authorized representative shall furnish the authorization letter duly executed by the Tenderer before opening of Tender.
- 9.2 If the last date for receipt and opening of Tender Paper happens to be a holiday, Tender Paper will be received & opened on the next working day following the holiday.

**10. Quoting of same rates by more than one Tenderer & negotiation with Tenderers:-**

- 10.1 The lowest rate quoted by the Tenderer cannot be treated as accepted, if not reasonable, as per the decision of the District Tender Committee. The decision of the District Tender Committee is final and binding.
- 10.2 Quoting of same rates (L-1 only) by more than one Tenderer, could be construed as an exceptional circumstance. In such cases, all the Tenders who have quoted the lowest rates shall be called for negotiation and revised rates shall be obtained in the sealed cover, opened in the presence of Tenderers & L-1 rate shall be declared basing on the revised rates obtained.
- 10.3 The District Tender Committee reserves the right to negotiate with the L-1 Tenderer to come to reasonable rate.
- 10.4 The District Tender Committee reserves the right to have cross negotiation with all the qualified Tenderers, if required to finalize the reasonable rate for supply of manual weighing scale
- 10.5 Incase single Tender is received or a single Tenderer is qualified after scrutiny of Technical Bid, the District Tender Committee reserves the right to negotiate the rate with the Tenderer to reach on a reasonable rate.
- 10.6 The District Tender Committee reserves the right to utilize more than one supplier in order to ensure timely delivery of weighing scale at RRC point within a stipulated time period. The decision of the District Tender Committee shall be final and the supplier as selected shall have no objection in this aspect.

10.7 In case the approved supplier fails to deliver weighing scale the District Tender Committee shall negotiate with all the qualified Tenderer to make alternative arrangement.

10.8 In case no Tender is received or no supplier is finalized for supply of manual weighing scale, the District Tender Committee can decide to accept the rate finalized by near by districts with approval of Collector.

#### **11. Corrupt Practices:-**

11.1 Canvassing in any form on the part or on behalf of the Tenderer shall also make his Tender liable for rejection.

#### **12. Relationship with third parties:**

12.1 All transactions between the contractor and third parties shall be carried out as between two principals without reference in any event to the District Manager.

12.2 The contractors shall also undertake to make the third parties fully aware of the aforesaid position.

#### **13 Delays, Strikes etc: -**

13.1 The supplier shall be responsible for delays in supply of manual weighing scale which may arise on account of any reason.

13.2 Strikes by supplier's workers on account of any dispute between the supplier and their workers as to wages or to otherwise, shall not be deemed to be a reason beyond the supplier's control and the supplier shall be responsible for any loss or damage which the District Manager may suffer on this account.

#### **14. Liability of supplier's for losses etc, suffered by Corporation.**

14.1 The supplier shall be liable for all costs, damages, charges and expenses suffered or incurred by the Corporation for supply of weighing scale under this contract or breach of any terms thereof or their failure to carry out the work within time and for all damages or losses occurred to the corporation due to any act whether negligence or otherwise of the supplier himself / herself or his / her employees. The decision of the District Manager regarding such failure of the supplier and his / her liability for the losses, etc. suffered by Corporation shall be final and binding on the supplier.

14.2 The District Manager shall be at liberty to reimburse himself of any damages, losses, charges, costs or expenses suffered or incurred by him due to supplier's negligence and un-workmanlike performance of service under the contract or breach of any terms thereof. The total sum claimed shall be deducted from any sum due or which at any time hereafter may become due to the supplier under this or any other contract with the District Manager.

**15. Set off:**

15.1 Any sum of money due and payable to the supplier may be appropriated by the District Manager and set-off against any claim of the District Manager for the payment of any sum of money arising out of supply.

**16. Interviews and acceptance of Tender:-**

16.1 The Tenderer is required to proceed to the office of the District Manager, OSCSC Ltd, \_\_\_\_\_ district at his / her own expenses and without any obligation, if called upon to do so, by the District Manager, OSCSC Ltd, \_\_\_\_\_ district (or an Officer authorized to act on his behalf).

16.2 The District Tender Committee reserves the right to reject any or all Tenders without assigning any reason there of and does not bind itself to accept the lowest or any Tender.

16.3 The successful Tenderer shall be intimated about the acceptance of his / her Tender by a letter / fax / e-mail / phone and which shall be acted upon immediately, without awaiting for the post copy in confirmation.

**17. Execution of Agreement:-**

17.1 The successful Tenderer shall enter into an agreement with the District Manager in the prescribed format.

17.2 The Agreement shall be typed on a Non-Judicial Stamp Paper of Rs.100/- only.

17.3 Execution of agreement shall be made on furnishing of two-passport size photograph duly attested by Gazetted Officer.

17.4 The Agreement shall be executed within the time prescribed by the District Manager failing which the Contract shall be liable to be rescinded solely at the discretion of District Manager. In such case the Earnest Money Deposit of the Tenderer shall stand forfeited at the discretion of District Manager.

## **18. Summary Termination:-**

- 18.1 In the event of the supplier having been adjudged insolvent or going into liquidation or winding up his / her business or making arrangements with his / her creditors or failing to observe any of the terms and conditions governing the agreement, the District Manager with the approval of the Collector shall be at liberty to terminate the agreement forthwith without prejudice to any other rights or remedies under the agreement.
- 18.2 **The District Manager with the approval of the Collector shall also have, *without prejudice to other rights and remedies*, the right to terminate the agreement forthwith in the event of breach of any of the terms and conditions of the agreement and to get the work done.**

## **19. Volume of Work:-**

- 19.1 The District Manager with due approval of Collector shall mention the no. of weighing scale required in the order for supplier after finalization of tender process.
- 19.2 There shall not any guarantee as to supply of any no. of weighing scale. The approved supplier shall have no claim on the Corporation as to supply of any no. of weighing scale.

## **20. Subletting:-**

- 20.1 The supplier shall not sublet, transfer or assign the agreement or any part thereof without previous written approval of the District Manager.

## **21 Payment**

- 21.1 Payment will be made by the District Manager on submission of bills, in duplicate.
- 21.2 The payment shall normally be made by the District Manager within 15 days of submission of complete set of bills after completing delivery of manual weighing scale as per order and due acceptance by the in-charge of he RRC-cum-DSC.
- 21.3 1% of the payment due shall be withheld or the supplier can pledge fixed deposit of amount equal to 1% of payment due duly in favour of District Manager, OSCSC Ltd., issued from any nationalized bank for one year till guarantee period as specified in column 24.3.

21.4 The payment shall be made through cheque / e-payment system for which the following details shall be provided by the supplier immediately after completing supply of material as per order.

- (1) Bank Account No.
- (2) Name of the Bank & Branch.
- (3) Bank RTGS code (IFSC Code).
- (4) PAN No.

21.5 Income Tax (TDS) shall be recovered from the bills of the supplier at the applicable rate.

## **22. Instruction to fill up the Technical Bid.**

22.1 The Tenderer shall go through the Tender Documents thoroughly before filling the Technical Bid (**Annexure-I**) and submitting the same at District Office.

22.2 The number of pages in the Tender Paper and Tender Document to be checked to ascertain that all the pages are intact.

22.3 The Technical Bid has to be filled neatly and there shall be no overwriting.

22.4 All the columns of the Technical Bid have to be filled. Column which is not required to be filled by a Tenderer, a cross mark (X) has to be given against that Column.

22.5 The tenderer shall affix a self attested pass port size photograph on the Technical Bid at the specified space.

22.6 The Tenderer shall enclose the cost of Tender Paper.

22.7 The Tenderer shall enclose the cost of EMD of requisite amount.

22.8 All the documents as per the Check List (**Annexure-II**) have to be submitted.

22.9 Conditional Bid shall not be accepted.

22.10 In case any Forged Documents, noticed during verification of documents or period of Agreement, the EMD & Security Deposit, as the case may be shall be forfeited.

22.11 The Tenderer shall submit an declaration stating the fact that he has agreed to the conditions, terms and other details of the Tender Paper and Documents (**Annexure-III**).

22.12 The Tender Paper, Tender Document, Technical Bid and copy of the documents (**Annexure-II**) & declaration (**Annexure-III**) have to be signed by the Tenderer.

22.13 Documents to be enclosed as per Annexure have to be attested by the Notary Public.

### **23. Instruction to fill up the Price Bid.**

- 23.1 The rate of manual weighing scale with all accessories shall be a consolidated one.
- 23.2 The Tenderer shall quote **RATE PER SET OF MANUAL WEIGHING SCALE** for all items separately.

Example-

<b>Sl. No.</b>	<b>Name of Material</b>	<b>Rate quoted</b>
i	One Beam Scale of 200 kg. capacity class – c	
ii	Duly re-verified and stamped cast iron weights as follows	
	(a) 50 gram to 10 kg. – 1 set	
	(b) 20 kg. – 5 nos.	
iii	One iron stand with iron base	
iv	Iron pan with chain	
Total		

- 23.3 The Tenderers are required to quote the rate per set, inclusive of cost of all the items, stamping charges, taxes and transportation and delivery at RRC-cum-DSC in the prescribed format of the Price Bid.
- 23.4 The instruction to fill up the Price Bid (**Annexure-IV**) to be read carefully by the Tenderer before filling the Price Bid.
- 23.5 The Tenderer shall go through the general information so as to acquaint himself / herself as to the material to be supplied.
- 23.6 Format for quoting the rates shall be submitted separately in a sealed cover, superscribing "**PRICE BID (Annexure-V)**".
- 23.7 Envelope containing TECHNICAL BID will be opened first and scrutinized on the day of opening of tender paper & Technical Bid.
- 23.8 Only the PRICE BID of a qualified tenderer on scrutiny of TECHNICAL BID shall be considered and opened.

### **24. Responsibility of the Supplier**

- 24.1 Supplier shall supply and delivery the weighing scale at the specified time within the scheduled time.
- 24.2 Supply of weighing scale shall be as per the standard specification of Legal Metrology Department.

- 24.3 Supplier shall “Guarantee” the working of weighing scale minimum for one year period and shall be liable to replace the good within one year if any defect is noticed in operation of weighing scale.
- 24.4 The supplier shall replace the weighing scale, if required, within a period of 02 days as per the intimation of the District Manager.

**25. Arbitration:**

- 25.1 The Managing Director, OSCSC.Ltd. shall nominate Officers to act as Arbitrators for adjudication and decision on the disputes.
- 25.2 In the event of any dispute covering or arising out of this contract / agreement, the same shall be referred to Arbitrators.
- 25.3 The decision / award of the Arbitrators shall be final and binding on both the parties.

**26. Jurisdiction Of The Court:-**

- 26.1 In the event of any dispute covering or arising out of this contract/agreement the jurisdiction of the court shall be at District Headquarter for the district for which the H&T contractor has been appointed. It is hereby expressly agreed that neither party shall be competent to bring any case/suit in regard to the matters covered by this agreement at any place outside District Headquarter.
- 26.2 It is expressly agreed & declared by & between the parties hereto that all amounts due to the Corporation under the terms of agreement, if not paid in time be recoverable under Orissa Public Demand Recovery Act-1962 (Orissa Act-1 of 1963) or through civil court & shall bear interest @ 11% per annum from the date when such payment falls due up to the date of final recovery. Besides criminal action shall also be taken against the defaulting H & T contractor in appropriate court of law within the State of Orissa following the provisions of Law in force.

**Annexure-I**

**TECHNICAL BID**

FOR PURCHASE OF MANUAL WEIGHING SCALE FOR RICE RECEIVING CENTRE-CUM-  
DEPARTMENTAL STORAGE CENTRE (RRC-cum-DSC).

\*\*\*

Space for  
affixing self  
attested recent  
passport size  
photograph

- 1 Name : \_\_\_\_\_
  
  - 2 Details of Earnest Money Deposit: BD / Bankers Cheque No. \_\_\_\_\_  
date \_\_\_\_\_ of Rs.5000/- of \_\_\_\_\_ Bank payable at  
\_\_\_\_\_
  
  3. Name of Proprietor /Partner/  
Company / Karta of HUF /: \_\_\_\_\_  
(Names of all Directors /  
Partners & members of HUF shall be mentioned) \_\_\_\_\_
  
  4. Full Address of Registered \_\_\_\_\_  
Office (with Pin Code) & Police Station \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone No. \_\_\_\_\_
- Mobile No: \_\_\_\_\_
- FAX No.: \_\_\_\_\_
- E-Mail Address: \_\_\_\_\_

5. Full address of Operating /  
Branch Office: (with Pin Code)

& Police Station \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Mobile No.: \_\_\_\_\_

FAX No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

6 Name, telephone no. / \_\_\_\_\_

mobile No. / email address of : \_\_\_\_\_

Authorized officer/person to \_\_\_\_\_

Coordinate with the office of the \_\_\_\_\_

CSO-cum-District Manager

7 Licence No. and Date of licence \_\_\_\_\_

granted by the Legal Metrology

Department (copy enclosed) \_\_\_\_\_

8 PAN No. & year of filing the latest return:- \_\_\_\_\_

9 Registration No in the case of Company: \_\_\_\_\_

10 Additional information, if any  
(Attach separate sheet, if required)

I do hereby undertake that, I am agreed to the terms and conditions of the Tender Paper and Document and quoted the consolidated rate for one set of manual weighing scale as specified at Clause-3.9 of the Tender Paper. I have enclosed the required documents duly signed and attested by the Notary Public as specified in **Checklist (Annexure-II)**.

Date:

Place:

Signature of Tenderer / Authorized person

Name:

Seal:

Telephone No.

Mobile No.

Email address :

**Annexure-II**

**CHECKLIST**

**DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID**

<b>SI No.</b>	<b>Name of the Document</b>	<b>Put “ ✓ ” mark</b>
1	Tender paper & Tender document	
2	Technical Bid	
3	Certified copy of Partnership deed/Articles of Association /Memorandum of Association/Bye-laws etc. as applicable.	
4	Copy of Certificate of Registration, in case of Company.	
5	Authorization letter in submitting the Tender Paper on behalf of the Partnership firm / Company / Hindu Undivided family.	
6	Copy of the license granted by the Legal Metrology Department	
7	Copy of the latest Income tax return and copy of PAN No.	
8	Copy of TIN No.	

N.B:- All documents to be signed by the Tenderer and attested by any Notary Public.

Date:

Signature of Tenderer / Authorized person

Place:

Name:

Seal:

**Annexure-III**  
**DECLARATION**

**DECLARATION TO BE ATTACHED WITH THE TECHNICAL BID**

- 1 I, \_\_\_\_\_ Son / Daughter / Wife of  
Sri \_\_\_\_\_  
Proprietor / Director / Partner / Karta of HUF / authorized signatory of the  
Tenderer, mentioned above, and competent to sign this declaration and execute  
this tender document.
  
- 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 and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the  
fact that furnishing of any false information / fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

Date:

Place:

Signature of Tenderer / Authorized person

Full Name:

Seal:

Telephone No.:

Mobile No. :

e-mail id :

**Annexure-IV**

**(POINT OF REFERENCE TO FILL UP PRICE BID)**

FOR PURCHASE OF MANUAL WEIGHING SCALE FOR RICE RECEIVING CENTRE-CUM-  
DEPARTMENTAL STORAGE CENTRE (RRC-cum-DSC).

1. The rate shall be a consolidated one for one set of manual weighing scale consisting of following accessories which shall be inclusive of cost, stamping charges, taxes, transportation, delivery and demonstration at RRC-cum-DSC.
  - (i) One Beam Scale of 200 kg. capacity class - c.
  - (ii) Duly re-verified and stamped cast iron weights as follows:
    - (a) 50 gram to 10 kg – 1 set
    - (b) 20 kg. – 5 nos.
  - (iii) One iron stand with iron base.
  - (iv) Iron pan with chain.
2. Format for quoting the rates shall be submitted separately in a sealed cover, superscribing “**PRICE BID (Annexure-V)**”.
3. Envelope containing TECHNICAL BID will be opened first and scrutinized on the day of opening of tender paper & Technical Bid.
4. Only the PRICE BID of a qualified tenderer on scrutiny of TECHNICAL BID shall be considered and opened.

**Annexure-V**

**PRICE BID**

**DISTRICT:.....**

<b>Sl. No.</b>	<b>Name of Material</b>	<b>Rate quoted</b>
i	One Beam Scale of 200 kg. capacity class – c	
ii	Duly re-verified and stamped cast iron weights as follows	
	(a) 50 gram to 10 kg. – 1 set	
	(b) 20 kg. – 5 nos.	
iii	One iron stand with iron base	
iv	Iron pan with chain	
Total		

Date:

Signature of Tenderer / Authorized person

Place:

Name:

Seal:

**Annexure-VI**  
**General Information**

**(TO BE SUBMITTED ALONGWITH PRICE BID)**

**List of Rice Receiving Centre-cum-Departmental Storage Centre located at Block / NAC / Municipality / Municipal Corporation where the Manual Weighing Scale shall be Supplied**

District \_\_\_\_\_.

Sl. No.	Name of RRC-cum-DSC	Location & Address
1		
2		
3		
5		
6		

- \* CSO-cum-District Manager shall indicate the name and location of RRC-cum-DSC with address.