



ODISHA LIVELIHOODS MISSION

DISTRICT RURAL DEVELOPMENT AGENCY, BOUDH

e-mail: boudhdpm.olm@gmail.com, ori-dboudh@nic.in



No. 265 // OLM Date 21.10.18

QUOTATION CALL NOTICE

Sealed Quotations are invited from interested Suppliers/ Distributors/ Dealers for supply and installation of office furniture for as per the specification given below for Office. The detailed Quotation Paper along with terms & conditions can be obtained from the office of the undersigned or can be downloaded from the website www.boudh.nic.in. The quotation completed in all respect must be sealed cover addressed to the **Project Director, DRDA, Boudh- 762014** should reach by Post/ Courier/ hand on or before 31.10.2018 by **1.00 PM** and shall be opened on the same day at 3.30 PM. The Quotation received after due date will not be considered.

The undersigned reserves the rights to accept/ modify/ reject any or all the quotation(s) fully or partially without assigning any reason thereof.

1. Specification of the Items:-

Sl. No.	Brief Description of the Items	Specification	Delivery period	Approx. Quantity
1	Almirah	22 Gauge, Height- 6ft 5 inch, Width-3ft & depth-19 inch having 5 shelves without locker	Within 7 days of receipt of Purchase Order	6 nos.
2	Cabinet Rack	Rack having 6 Selves (6 ft 6 inch height, 3 ft width & 15 inch depth) Ply & Sunmica/ Wooden finished with all the sides except front side for keeping office files.	Within 7 days of receipt of Purchase Order	2 nos.
3	Computer Table	Size: Width 3ft X Depth 2ft X Height 2.5 ft	Within 7 days of receipt of Purchase Order	3 no
4	Display Board	3ft Length X 2ft 6 inch width with frame	Within 7 days of receipt of Purchase Order	4 nos.
5	Executive Chair	Executive movable chair with handle	Within 7 days of receipt of Purchase Order	9 nos.
6	Office Table	Table having steel frames fitted with smooth and polished surface (Ply & sunmica finished top) fitted with three side-cabinet/drawer (Right hand side) for keeping/ organizing office files and accessories with foot rest (Size: Length 4ft 6 inch X Depth 2ft X Height 2.5 ft)	Within 7 days of receipt of Purchase Order	8 nos.
7	Rack	6 Selves (6 ft height, 3 ft width & 15 inch depth)	Within 7 days of receipt of Purchase Order	5 nos.
8	Water Filter	Non electric water purifier with storage capacity of 20 liters to 25 liters.	Within 7 days of receipt of Purchase Order	1 no.
9	Stand Fan	Sewing 400 mm Pedestal Fan	Within 7 days of receipt of Purchase Order	2 nos.
10	Cooler	Air Cooler with Tank Capacity of 35 ltr. To 55 ltr., 4 side removable cooling honeycomb pads, Noise free blower.	Within 7 days of receipt of Purchase Order	2 nos.

2. Bid Price

- The transportation charges and installation charges will also be included in the Bid Price.
- All Taxes, duties and other levies payable by the Bidder under the contract shall be included in the Bid Price.

- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
d) The Prices should be quoted in Indian Rupees only.

3. Terms & Conditions:

- a. Each bidder shall submit only one quotation as per the enclosed Quotation format.
b. The Purchaser will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive and who has offered reputed make/ model with lowest quotation price.
c. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
d. Payment shall be made after delivery and installation of the goods through e-transfer on submission of the bills and vouchers.
e. Any legal dispute arising out of this is subject to Boudh district jurisdiction only.
f. Notwithstanding the above, the undersigned reserves the right to accept, modify or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
g. The 1st Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification and requirement.

4. Validity of Quotation

Quotation shall be valid for a period not less than 60 days after the deadline date specified for submission.

5. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms and conditions, and specifications. The Quotations would be evaluated for all the items together given in the Quotation format.

While submitting the bid, the bidders should furnish the following documents:

- i. Copy of GSTIN No.
ii. Copy of up to date VAT/ GST clearance certificate.
iii. IT clearance of last 3 years.
iv. Supply experience of similar type of items.


Project Director,
DRDA, Boudh

Memo No. 266 / Date 21.10.18

Copy forwarded to the DIO, NIC, Boudh for information and necessary action with a request to hoist the notice in District website.

Copy forwarded to the Dy. Collector, Nizarat, Collectorate, Boudh/ DI & PRO, Boudh/ All BDOs with a request to affix the above quotation call notice in their notice board for wide publicity.

Copy to the Notice Board of DRDA, Boudh.


Project Director,
DRDA, Boudh



EVALUATION FORMAT

1	Name of the Supplier	
2	Full address: Telephone/ Mobile no. Fax no. E-mail address :	
3	GSTIN No. (Copy to be attached)	Yes/ No
4	Up to date VAT/ GST Clearance Certificate (Copy to be attached)	Yes/ No
5	IT clearance of last three years (Copy to be attached)	Yes/ No
6	Supply Experience of similar type of goods.	Yes/ No

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder with seal

Date :

DECLARATION

It is hereby declared that I/ we the undersigned, have read and examined all the terms and conditions of the Bid document for which I/ we have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the Bid document are fully acceptable to me/ us and I/ we will abide by the terms and conditions laid in the document. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Full Signature of the Bidder with seal

Date :



QUOTATION FORMAT

(to be filled in by the bidder without any overwriting)

I/ We do hereby submit item wise quotation below.

Sl.	Description of Goods	Make/ Model and Specifications of Goods	Rate Offered in Rs.
1	Almirah		
2	Cabinet Rack		
3	Computer Table		
4	Display Board		
5	Executive Chair		
6	Office Table		
7	Rack		
8	Water Filter		
9	Stand Fan		
10	Cooler		
Total Price			
Rupees (in words).....			



Full Signature of the Bidder with seal

Date :