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SWARGADWAR SEBA SAMITY, PURI  
Regd. No.7976-14 of 2020-21

Notice No.....267.....

Date. 15.07.2021

## QUOTATION CALL NOTICE

Sealed Quotations are invited from interested Suppliers/ Distributors/ Dealers for supply of furniture items etc. as per the specification given below for official use. The detailed Quotation Paper along with terms & conditions can be obtained from Office of the Sub-Collector, Puri or can be downloaded from the District website (<https://puri.nic.in>). The evaluation forms and format of quotation along with declaration completed in all respect must be sealed cover super - scribed as "Quotation for supply of furniture items etc" addressed to the **Sub-Collector-cum-Convenor Secretary, Swargadwar Seva Samity, Puri** should reach the undersigned on or before **26.07.2021** by **05.30 PM** and shall be opened on the next day i.e. **27.07.2021** at 4.00 PM in presence of the bidders or their authorized representatives.

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	Quantity
1	Computer Table	<ul style="list-style-type: none"><li>• Size : 3 ft X 2 ft</li><li>• One side 1 Drawer / 1 Box</li><li>• Powder coated color</li><li>• Godrej company</li></ul>	3 Nos.
2	Almirah	<ul style="list-style-type: none"><li>• Size 6 ft 6 inch</li><li>• Prime steel Powder coated color</li><li>• Shelves with locker facility</li><li>• Godrej company</li></ul>	2 Nos.
3	Executive Table	<ul style="list-style-type: none"><li>• Size : 5 ft X 3 ft</li><li>• One side 2 Drawer / 1 Box</li><li>• Powder coated color with Novapan top</li><li>• Godrej company</li></ul>	2 Nos.
4	Executive Chair	<ul style="list-style-type: none"><li>• S Type with prime steel</li><li>• Full arm with cushion</li></ul>	4 Nos.
5	Plastic Chair	<ul style="list-style-type: none"><li>• Good Quality plastic molded</li></ul>	20 Nos.
6	Steel Rack	<ul style="list-style-type: none"><li>• Size : 5 ft X 3 ft with 15 inch gap</li></ul>	4 Nos.
7	Iron Chest	<ul style="list-style-type: none"><li>• Size : 3 ft X 2 ft</li><li>• 2 Rack with 2 drawer</li><li>• One Secret chamber</li><li>• Power coated color</li><li>• Minimum 2.5 quintal</li></ul>	1 Nos.

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## 2. Bid Price

- a. The transportation and installation charges are also be included in the Bid Price / Quoted Price at site.
- b. All Taxes, duties and other levies payable by the Bidder under the contract shall be included in the Bid Price / Quoted 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.

## 3. Terms & Conditions:

- i) Each bidder shall submit only one quotation as per the enclosed Quotation format.
- ii) The Bidders are required to deposit an earnest money of Rs.2,000/- (Rupees Two thousand only) in shape of Demand Draft in favour of the "**Swargadwar Seva Samity, Puri**". Quotation papers submitted without E.M.D shall not be accepted. The EMD will be forfeited, if a Bidder (i) withdraws its Bid during the validity period of the Bid or (ii) fails to perform the contractual obligations as per the Purchase Order. The E.M.D. amount of the unsuccessful Bidder will be refunded after completion of Quotation Process.

## 4. 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 the Quotation format.

## While submitting the bid, the bidders should submit the following documents:

- i) Copy of Sales Tax Registration No. /TIN No./ GST Registration No.
- ii) Copy of up to date VAT clearance certificate.
- lii) Copy of dealership certificate.

## 5. Award of contract

- a. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered reputed make/ model with lowest quotation price.
  - b. 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.
6. Payment shall be made after delivery of the goods through e-transfer or account payee cheque after submission of the bills and vouchers.
  7. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
  8. Any legal dispute arising out of this is subject to Puri District jurisdiction only.

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9. Notwithstanding the above, the undersigned reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
10. The 1 Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification.

*Recd  
15-7-21*  
**Sub-Collector, Puri-cum-  
Convenor Secretary,  
Swargadwar Seva Samity, Puri**

Memo No. 268 /Dt. 15-07-2021

Copy submitted to Collector, Puri for kind information and necessary action

*Recd  
15-7-21*  
**Sub-Collector, Puri-cum-  
Convenor Secretary,  
Swargadwar Seva Samity, Puri**

Memo No. 269 /Dt. 15-07-2021

Copy forwarded to the DIO, NIC, Puri for information and necessary action. He is requested to uploading the Quotation for wide Publication through District website <https://puri.nic.in>.

*Recd  
15-7-21*  
**Sub-Collector, Puri-cum-  
Convenor Secretary,  
Swargadwar Seva Samity, Puri**

## APPLICATION FORM

1	Name of the supplier	
2	Full address: Telephone/Mobile No / Fax No/E-mail address	
3	Sale tax /GST Registration no. with place (Copy to be attached)	
4	TIN/PAN No. (Copy to be attached)	
5	Up to date VAT Clearance Certificate (Copy to be attached)	
6	Certified of Dealership (Copy to be attached)	
7	EMD No. with the amount	

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

***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. No	Description of Goods	Specification of Goods	Rate per unit offered in Rs including GST
1	Computer Table	<ul style="list-style-type: none"><li>• Size : 3 ft X 2 ft</li><li>• One side 1 Drawer / 1 Box</li><li>• Powder coated color</li><li>• Godrej company</li></ul>	
2	Almirah	<ul style="list-style-type: none"><li>• Size 6 ft 6 inch</li><li>• Prime steel Powder coated color</li><li>• Shelves with locker facility</li><li>• Godrej company</li></ul>	
3	Executive Table	<ul style="list-style-type: none"><li>• Size : 5 ft X 3 ft</li><li>• One side 2 Drawer / 1 Box</li><li>• Powder coated color with Novapan top</li><li>• Godrej company</li></ul>	
4	Executive Chair	<ul style="list-style-type: none"><li>• S Type with prime steel</li><li>• Full arm with cushion</li></ul>	
5	Plastic Chair	<ul style="list-style-type: none"><li>• Good Quality plastic molded</li></ul>	
6	Steel Rack	<ul style="list-style-type: none"><li>• Size : 5 ft X 3 ft with 15 inch gap</li></ul>	
7	Iron Chest	<ul style="list-style-type: none"><li>• Size : 3 ft X 2 ft</li><li>• 2 Rack with 2 drawer</li><li>• One Secret chamber</li><li>• Power coated color</li><li>• Minimum 2.5 quintal</li></ul>	

**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:***