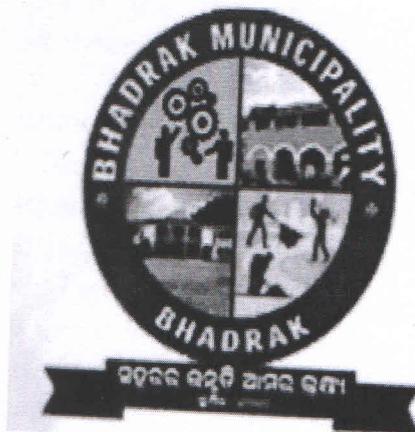


# BHADRAK MUNICIPALITY

## BID – DOCUMENT

(To be enveloped in sealed cover)



Name of the work:-

Supply of Office Chair to Bhadrak Municipality.



## **OFFICE OF THE MUNICIPAL COUNCIL, BHADRAK**

Tel. No. 06784-251519 (O), Fax No. 06782-251221

e-mail:- bhadrakm.hud@nic.in

No. 1949

Dt. 5/4/2021

### **DETAILED QUOTATION CALL NOTICE**

The Executive Officer, Bhadrak Municipality on behalf of Bhadrak Municipal Council, Bhadrak invites sealed quotation from Reputed Supplier/ Agency/ Regd. firms/ Dealers for Supplying, transportation and delivering of Office Chair to Bhadrak Municipality as per the specification.

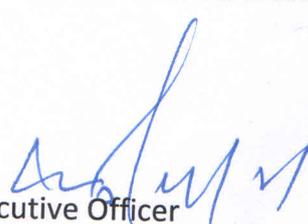
Sl. No.	Description	Cost of Quotation Schedule	E.M.D	Period of Supply
01.	Supply, transportation and delivering of Office Chair to Bhadrak Municipality (As per Quotation Schedule)	Rs. 600.00	1% of the total Quoted amount	One year from the date of first purchase order

The Quotation Schedule, terms & conditions, specification and other necessary documents shall down loaded from the site of official website of Bhadrak District, [www.bhadrak.nic.in](http://www.bhadrak.nic.in) and Bhadrak Municipality website [www.bhadrakmunicipality.nic.in](http://www.bhadrakmunicipality.nic.in) w.e.f dt.06.04.2021.

The downloading of the quotation schedule shall start from dt.06.04.2021 and close on dt.15.04.2021 at 11.00 Hours. The quotations shall be received in the Office of the Executive Officer, Bhadrak Municipality through Regd. Post & Speed Post only addressed to the "Executive Officer, Bhadrak Municipality, Bhadrak" on or before dt.15.04.2021 at 13.00 Hours. The authority will not be held responsible for the postal delay, if any, in delivery of the documents and non-receipt of the same in time. The sealed quotations will be opened on dt.16.04.2021 at 11.30 Hours in the Office of the Executive Officer, Bhadrak Municipality, Bhadrak in presence of the quotationer/ bidder or their authorized representatives, who may be present at the time of opening of the quotations.

The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

N.B:- The above quotation/ bid is valid for one year & supply order will be issued from time to time in phase manner as per requirement.

  
Executive Officer  
Bhadrak Municipality

**Memo No. 1950 / Dt. 5/4/2021**

Copy forwarded to the District Informatics Officer, Bhadrak for information. He is requested to hoist the Quotation Call Notice in the official website of Bhadrak District, [www.bhadrak.nic.in](http://www.bhadrak.nic.in) and Bhadrak Municipality website [www.bhadrakmunicipality.nic.in](http://www.bhadrakmunicipality.nic.in) w.e.f dt. 06.04.2021 to 15.04.2021.

Executive Officer  
Bhadrak Municipality

**Memo No. 1951 / Dt. 5/4/2021**

Copy forwarded to the Sub-Collector, Bhadrak/ Executive Engineer, Bhadrak Electrical Division, Bhadrak/R.T.O, Bhadrak/ Executive Engineer, R & B Division, Bhadrak/ Tahasildar, Bhadrak (sadar) / D.I.P.R.O, Bhadrak for information with a request to display the Quotation Call Notice in their respective notice board for wide publication.

Executive Officer  
Bhadrak Municipality

**Memo No. 1952 / Dt. 5/4/2021**

Copy to this Office Notice Board, Bhadrak Municipality for wide publication.

Executive Officer  
Bhadrak Municipality

**Memo No. 1953 / Dt. 5/4/2021**

Copy submitted to the Collector, Bhadrak & Administrator, Bhadrak Municipality for favour of information.

Executive Officer  
Bhadrak Municipality



## TERMS & CONDITIONS

1. Reputed Supplier/ Agency/ Regd. firms/ Dealers for Supplying, transportation and delivering of Office Chair to Bhadrak Municipality.
2. The materials shall be as per the specifications only as mentioned in Quotation Schedule and strictly in accordance with relevant specification.
3. GST and other taxes and duties (In %) if any should be mentioned separately. The quotationer should attach attested true copies of **valid GST Regd. Certificate & PAN Card** along with their offers. Offer/Bid without **valid GST Regd. certificate & PAN card** will be rejected out rightly.
4. Any other Govt. Tax as applicable will be borne by the Quotationer.
5. The quotationer should quote single rate for each item according to required specification wherever mentioned. More than one rate for a particular item will be summarily rejected. The Schedule appended to Quotation Call Notice should be filled up and signed. No other Annexure than the schedule will be entertained.
6. The rate quoted by the successful quotationer shall be valid for a period of one year from date of issue of the supply order.
7. The rate should be mentioned in both figures and words. Incase of dispute rate in words will prevail over than in figure.
8. **EMD** as specified in the above table in shape of Demand Draft /Bankers cheque duly pledged in favour of the **Executive Officer, Bhadrak Municipality, Bhadrak** shall be attached with the offers, which shall be refunded to unsuccessful quotationers in due course. No other mode of payment of EMD shall be accepted. Offers received without EMD shall be rejected out rightly. Request for exemption of EMD by any firm and adjustment for any previous deposits will not be entertained.
9. The EMD & Paper Cost should be submitted separately in shape of Demand Draft /Bankers cheque along with the Quotation schedule & bid documents. The Detailed Quotation Call Notice will be downloaded from the official website of Bhadrak District, <http://bhadrak.nic.in>. & [www.bhadrakmunicipality.nic.in](http://www.bhadrakmunicipality.nic.in) .There is no provision of selling of the bid documents in Bhadrak Municipality Office Counter.
10. Paper Cost as specified in the above table shall be submitted in shape of **Demand Draft/ Bankers cheque** duly pledged in favour of the " **Executive Officer, Bhadrak Municipality, Bhadrak**" which is non refundable. Offers received without Paper Cost shall be rejected out rightly.

Signature & seal of the bidder

EXECUTIVE OFFICER  
BHADRAK MUNICIPALITY

11. The item should be supplied **within 15( Fifteen )** days from the date of issue of the supply order.
12. If the supplier fails to supply any item in time as per the supply order, Bhadrak Municipality will be liberty to purchase the required quantities from the open market at the cost and risk of supplier i.e. differential cost will be recovered from the supplier. In such cases the decision of Executive Officer will be treated as final & binding on supplier.
13. Time is the essence of this contract. The supplier will adhere to supply as per schedule strictly.
14. If the quotationer fails to supply the materials as per order, then the differential cost with respect to the market value shall be recovered from his bill keeping in the view the exigency of the work duly approved in Bhadrak Municipality.
15. Any materials found defective/ damaged is to be replaced immediately in free of cost.
16. Offer received incomplete in any manner will be summarily rejected.
17. Any correction or overwriting in the offer should be attested by the quotationer or else offer is liable for rejection.
18. The quotationer shall submit the Quotation Call Notice & Quotation Schedule duly signed by him with seal failing which the offer will be rejected and will not be considered in Comparative Statement.
19. Sri Debananda Bhatachrjee, Sr. Asst Bhadrak Municipality is the consignee to receive the materials.
20. All the documents furnished by the bidders are subject to verification by the issuing authority. In case manipulation is found , the EMD will be forfeited and steps shall be taken for black listing the bidder from Bhadrak Municipality.
21. Any other information can be had from the Office of the Executive Officer, Bhadrak Municipality, Bhadrak during the Office hours ( Except Govt. Holidays) .
22. The cover containing the quotation shall be super scribed with **Quotation Call Notice No. & date.**
23. The Authority reserves the rights to reject any or all the quotations without assigning any reason thereof.
24. In case of any legal dispute arises, the matter will be taken in to Law court at Bhadrak jurisdiction only.

Signature & seal of the bidder

EXECUTIVE OFFICER  
BHADRAK MUNICIPALITY

## CHECK LIST

<b>Sl. No</b>	<b>List Of Documents</b>	<b>Details of Documents</b>	<b>For Office Use Only</b>
01	02	03	04
01.			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			

•

(Signature Of bidder)

Name of the bidder:-

Address of the bidder:-

Phone No.:-

Executive Officer  
Bhadrak Municipality

Total No. Of Correction:-	
Total No. Of Over writing :-	
Total No. Of Interpolation:-	

•

(Signature of the bidder)

# QUOTATION SCHEDULE

E.M.D. to be Deposited : 1 % on Total Quoted Value ( without GST)

Cost of quotation Schedule :- Rs. 600.00

Sl No.	Description	Unit	Quantity (Approx)	Make	Unit Rate without GST (In RS)	Total Amount In Figure according to the quantities without GST (In Rs.)	Total Amount In Words according to the quantities without GST. (In Rupees)
1	2	3	4	5	8	9	10
1.	Supply , transporting and delivering of Steel base with leather body cushion- Width- 18", Depth- 17" and Height – 38"	No	30				

• GST :- \_\_\_\_\_ %

Seal & Signature of the Quotationer

ACCEPTED

EXECUTIVE OFFICER,  
BHADAK MUNICIPALITY