

DISTRICT OFFICE, BHADRAK
(Nizarat Section)

QUOTATION.

Order No. 304 /Niz.

Dated. 6-5-23

Quotations in sealed envelope are invited from authorized dealers/supply agencies for procurement of office articles/stationeries/computer Cartridge/refilling, etc. for the year 2023-24 time to time as mentioned in Annexure-II for use in the Office of Collector and Sub-Collector's Office, Bhadrak. The interested dealers/supplier/Agencies may submit their financial quotation of rates in prescribed format in separate sealed cover.

Details of items are as follows:

Sl. No.	Name of the Items	Qty	Remarks
1	2	3	4
1	Cash book-4/6/8/12 no	Qty as per required	
2	Binding Resister- 14 no /10 no.	do	
3	A4 Size Paper	do	
4	Paper weight	do	
5	Pen ball point	do	
6	File board cover	do	
7	Dustbin (Medium size)	do	
8	coloured flags (20mm *40mm)	do	
9	Towel White Colour (Big size)	do	
10	Shutli	do	
11	Sticky note pad	do	
12	Highlighter	do	
13	Whitener	do	
14	Cello tape big size	do	
15	Clip Board	do	
16	Casio/Orpart calculator	do	
17	Napthalene balls	do	
18	Stapler(small(10mm)	do	
19	Guard file (General)	do	
20	Gum-200 ml bottle	do	
21	Tag-Good quality	do	
22	Alpine (Box)	do	
23	Stapler pin	do	
24	Stampad INK-100 ML BOTTLE	do	
25	Salu Cloth (per meter)	do	
26	Cartridge refilling-Printer model 8A, 47A , MCA-5177	do	
27	STAMP PAID (Small)	do	
28	Phenyl- 1 litter	do	
29	Harpic-1/2 litter	do	
30	Room spray	do	
31	Glass Cleaners	do	
32	Mosquito spray (do	
33	Bleaching powder (per kg)	do	
34	Door/window Screen	do	
35	Broom	do	
36	Mop Stick	do	



COLBDK-NIZ-MISC-0022-2023/1/2023

[Signature]

Intending eligible quotationers may obtain quotation documents free of cost from the Office of the Collector, Bhadrak (Nizarat Section) between 7.00AM to 1.00 PM on all working days up to 31.05.23.

Financial quotation documents sealed in separate covers address to the Deputy Collector, Nizarat be submitted on all working days up to 31.05.23 till 10.00AM. All sealed quotation received till then will be opened on the same day, in the Office chamber of Addl. Dist. Magistrate, Bhadrak in the presence of quotationer or their authorized agent at 12PM if they desire so. In case of postponment of date due to unforeseen reason, then it shall be opened on the next Government working day. The undersigned reserves the right to accept or reject any or all the quotations without citing any reasons thereof.


Additional District Magistrate
Bhadrak.

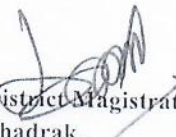
Memo No.....305...../Niz.

Dated.....6-5-23

Copy forwarded to the Tahasildar, Bhadrak/B.D.O. Bhadrak/Executive Officer Bhadrak Municipality for wide publication.

Copy to Notice Board of Collectorate, Bhadrak and Sub-Collector Office Bhadrak for wide publication.

Copy to DIO, NIC, Bhadrak for information and he is requested to publicize the quotation in Dist. website.


Additional District Magistrate
Bhadrak.

Terms & Conditions

1. Delivery Place:

Bidder will supply and deliver the materials in requisite number at the Office of Collector/Sub-Collector, Bhadrak and cost of transportation will be born by the supplier.

2. Qualification conditions:

- Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/ certificates.
- Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, commercial Tax Clearance/GST and other taxes (Whichever applied).

3. Bid Price

- All duties, tax's and other levies including the transportation expenses are payable by the supplier/Agencies/Company under the contract and shall be included in total price.
- Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained. all the columns and requisite information's must be filled in the supplies format.

4. Submission of quotations/Bid:

- Each bidder should submit quotation in the supplies format.

5. Credentialed Certificate

- Specification of Item(as applicable)
- The Financial Part (Part-II) of the bid shall consists of only Rate/Price on the company's/Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidders must quote the item wise Rate.
- Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

6. Evaluation of Quotations.

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- c) Are properly signed &
- d) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

7. Award of Contract.

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.

- a) Notwithstanding the above the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations on any time prior to the awarded of the contract.

8. Other term and condition

- a) Collector, Bhadrak reserves the right to pre open/postpone/cancel the bid the bidder will have to abide with the decision.

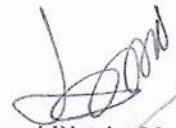
- b) Quotation may be submitted on the printed letter pad of the bidder in the prescribed format supplied.

C) No payment will be made for any damage of goods supplied.

- D) Liquidated damages provisions for damages shall be included in conditions of the contract.

- E) The payment will be made after receipt of the allotment of fund from Govt.

You are requested to send your offer during working hours on or before 1PM by 30.04.23 in the prescribed format (Enclosed here with) in sealed envelopes in form of bids/Quotations to the Collector, Bhadrak. Sealed quotation received till then will be opened in the office on the same day i.e. 30.04.23 at 12PM. We look forward to receiving your quotations and thank you for your interest in this project.


Additional District Magistrate
Bhadrak.

PROFORMA FOR TECHIICAL BID (PART-I)

ANNEXURE: I

Sl. No.	Particulars	To be filled in by the tenderer
1	Name of the Supplier/Agency	
2	Details office address of the supplier/Agency with Office Telephone Number and Mobile Number and name of Contact person.	
3	PAN/TAN Number(Copy to be enclosed)	
4	Sale Tax/VAT/GST Registration Number (Copy to be enclosed)	
5	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sale Tax/VAT/Service/GST Tax if applicable(Copy enclosed)	
6	Whether the firm is blacklisted by any Government against the firm or its owner/Partners anywhere in India. (If no a certificate is to attached in this regard)	
7	Experience in dealing with Govt. Departments (attach copies of supply orders placed on the agency)	
8	Whether bid document of all pages of the terms and conditions duly signed in token of acceptance of the same is attached.	
9	Whether agency profile is attached?	
	Date Place	Signature of the Bidder Office seal.

Name of the Firm/Agency/Supplier:.....

Quotation for purchase of Office Articles

Sl. No.	Name of the Items	Price quoted per unit	Remarks
1	Cash book-4/6/8/12 no		
2	Binding Resister- 14 no /10 no.		
3	A4 Size Paper		
4	Paper weight		
5	Pen ball point		
6	File board cover		
7	Dustbin		
8	Coloured flags		
9	Towel White Colour		
10	Shutli		
11	Sticky note pad		
12	Highlighter		
13	Whitener		
14	Cello tape big size		
15	Clip Board		
16	Orpart calculator		
17	Napthalene balls		
18	Stapler		
19	Guard file		
20	Gum-200 ml bottle		
21	Tag-Good quality		
22	Alpine		
23	Stapler pin		
24	PAID INK-100 ML BOTTLE		
25	Salu Cloth/meter		
26	Cartridge refilling-Printer model 8A, 47A . MCA-5177		
27	STAMP PAID		
28	Phenyl- 1 litter		
29	Harpic-1/2 litter		
30	Room spray		
31	Colleen.		
32	Mosquito hit		
33	Bleaching powder		
34	Door/Window screen		
35	Broom		
36	Mop Stick		

1. I/We agree to supply the above mentioned items in accordance with technical specification including taxes, Transportation etc. within two days of the issue of supply order.

2. I/We also confirm that the normal commercial warranty/guarantee shall apply to the supplied items.

3. I/We also agree and abide with the terms and conditions stipulated in the bid documents.

(Signature of Bidder with Seal)

Name:

Address:

Designation:

Contact No.