



QUOTATION DOCUMENT

State :- **Odisha**
District :- **Bhadrak**
Block :- **Tihidi**

Procurement of Dual Desk Bench, for High Schools & Colleges

This document contains 09 numbers of pages

Signature of the Bidder


Block Development Officer, Tihidi

Through E-mail

OFFICE OF THE PANCHAYAT SAMITI, TIHIDI

At/Po - Tihidi
Po - Tihidi
Dist - Bhadrak



e-mail: - ori-tihidi@nic.in
Phone & Fax – 06784274430
Pin – 756130

Letter No. 6869

/ Date-29-12-2023

To

The Joint Director
Information and Public Relation Department
Govt. of Odisha, Bhubaneswar

Sub: - Publication of an Advertisement in One Local English Daily & two Local Odia Dailies as Annexed.

Sir,

In enclosing herewith the content of a Short Quotation Call Advertisement (as Annexed), I am to request you to publish the same using the minimum space as applicable in One Local English Daily & two Local Odia Dailies. The period of sale of Quotation Paper is from dt.29.12.2023 to 05.01.2024 (1.30 PM).

The receipt of this letter along with the content of the advertisement may please be acknowledged and intimated to the undersigned.

This is for the favour of your kind information and necessary action.

Encl: - As above.

Yours faithfully

Sd/-
Block Development Officer
Tihidi

CC: -

Copy submitted to the CDO-cum-EO, Zilla Parishad for favour of kind information.
Copy forwarded with the Short Quotation Call Notice to the DIO, NIC, DIPRO, Bhadrak for information with a request to upload the same in the District Official Website.

Copy forwarded with the Short Quotation Call Notice to the Tahasildar, Tihidi, Medical Officer, Tihidi, IIC, Tihidi PS, Sub-Registrar, Tihidi, Branch Manager, Uco Bank, Tihidi, Branch Manager, SBI, Tihidi, Bhadrak for information with a request to publish the same in their Notice Boards for wide publicity.

Copy to the Notice Board of this Office for publication.

Signature of the Bidder


Block Development Officer, Tihidi

OFFICE OF THE PANCHAYAT SAMITI, TIHIDI

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QUOTATION CALL NOTICE**NO.09/ 2023-24, Dt. 29.12.2023**

Block Development Officer, Tihidi, Bhadrak, Odisha invites sealed quotations in the prescribed forms (as annexed) from reputed manufacturer (OEM) / Authorized Distributor / Dealer / Supplying Agency for supply of Dual Desk Benches for educational institution. The detailed term and conditions of the Quotation, general information and specification of the product etc. can be downloaded from the website www.bhadrak.nic.in.

Date of Commencement of Sale of the Quotation Document :- **29.12.2023**
Last Date & Time of the Receipt of Quotation :- **05.01.2024 (1:30 PM)**
Date & Time of Opening of Quotation :- **05.01.2024 (3:00 PM)**

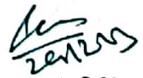
Cost of Quotation Paper :- **Rs. 3,000/-** in shape of Bank Draft drawn in favour of the Block Development Officer, Tihidi payable at Tihidi(Non- Refundable)

Place of opening of Quotation: - Office of the Panchayat Samiti, Tihidi, Bhadrak

The Quotation will be opened in the scheduled venue, on the scheduled date and at the scheduled time in presence of the Bidders or their authorized representatives. In the event of the date being declared as a holiday, the due date of submission of bids and opening of bids will be the next immediate working day. Any Quotation received after the due date & time will be rejected and returned to the sender unopened. The Quotation will be received through **Regd. Post / Speed Post** only. The authority reserves the right to reject any or all the Quotations received or may cancel the Quotation process at any time without assigning any reason thereof. For detailed T & C please refer the Quotation Document.

Sd/-
Block Development Officer
Tihidi

Signature of the Bidder


Block Development Officer, Tihidi

TERMS AND CONDITIONS

Sealed Quotations will be received by Date. **05.01.2024 up to 1:30 PM** in the office of the Panchayat Samiti, Tihidi, Bhadrak for the purchase of Dual Desk Benches for educational institution. Any Quotation received after the due date & time will be rejected and return to the sender unopened. The Quotations will be received through Regd. Post /Speed Post only.

The sealed Quotations submitted by the Quotationer properly super scribed will be opened on Date 05.01.2024 at 3.00 PM in the office of the Panchayat Samiti, Tihidi, Bhadrak. The bidders or their duly authorized representatives are allowed to be present during the opening of the Quotations if they so like.

The intended Bidders can download the Quotation documents directly from the website www. bhadrak.nic.in. The Quotation document cost for **Rs.3, 000/-** (Non-refundable) in shape of Bank Draft/Pay Order drawn in favour of "The Block Development Officer, Tihidi" should be enclosed along-with the Bid in a **single envelope system**. In case of any clarification, responsibility lies with the bidders to collect the same from the office before the last date of submission of the Quotation document and the authority shall have no responsibility for any error/delay/ omission on part of the bidder.

2. QUOTATION CONDITIONS / ELIGIBILITY CRITERIA:

The bidders/ Quotationer shall be a Manufacturer (OEM)/ authorized Distributor/ Dealer/ Supplying Agency. The bidder/ Quotationer must possess a valid GST registration number. The bidding firms/agencies who have been black listed by any State Government or Central Government organization cannot participate in the Quotation process during the blacklisting period. A declaration to this effect as per **Annexure-II** is to be submitted by the bidder.

The Bidder shall supply, install and support all components of the proposed item and shall ensure smooth functioning of all quoted items. The selected OEM / Bidder shall be responsible to provide on-site warranty and maintenance support for the supplied item for a period of **1 year**. The warranty & maintenance support shall start from the date of successfully commissioning of all supplied items or from the Final Acceptance Test (FAT).

At the time of equipment delivery, the selected OEC/Bidder shall submit a certificate/undertaking mentioning that the equipment supplied is covered under onsite warranty for a period of **1 years**. Bidder should replace the materials within **one week**, at his own cost if found defective or unsuitable. The Quotation should be put into a single envelope, which should be super scribed as "**Quotation for the supply of Dual Desk Bench**". No conditional bids shall be entertained and the same will be out rightly rejected in first instance.

The Quotationers /bidders must quote their price in INR only as the payments will be made in Indian Currency only. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/ Rules and GST Act/Rules. All entries in the Quotation form should be legible and filled clearly. No overwriting or cutting or fluidizing is permitted in the Bid document. In such cases, the Quotation shall be summarily rejected. However, the cuttings/Overwriting, if any, in the Bid must be initialed by the person authorized to sign the Quotation/bid.

Signature of the Bidder


 Block Development Officer, Tihidi

The bids shall be opened on the scheduled date and time as mentioned above in the office of the Block Development Officer, Tihidi in the presence of the bidders or their authorised representative, who wish to be present on the spot at that time.

The bidder with lowest evaluated (financial) bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the Processing.

Quotations should be type-written or Computerized and every correction /over-writing in the Quotation should invariably be attested with signature of the Quotationer/bidder before submission of the Quotations to the authorities concerned. No revision of price (upward or downward) will be allowed once the Quotation is opened.

No Quotationer/ bidder shall be allowed at any time on any ground whatsoever to claim revision or modification of rate quoted by him due to clerical or typographical error.

The Tax will be charged as per the guidelines given by the Finance Department from time to time.

The price quoted by the Quotationers/bidders **shall not in any case exceed the prevailing market price.**

The approved rate will remain valid for **one year** from the date of approval of the rate and it can be extended further by mutual consent.

In the event of the date being declared as a holiday for the Central/State Government, the due date of submission of bids and opening of bids will be the following working day at the appointed place &time.

All the documents submitted must be in **English/Odia** otherwise its attested English version must be attached in the Quotation document.

The Authority reserves the right to reject all bids/terminate the Quotation process without assigning any reason there of at any time.

The bidders should quote their price (both in figures and words) inclusive of excise duty, insurance, packing, forwarding and freight (i.e. door delivery) inclusive of GST only.

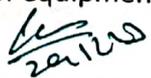
3. DOCUMENTS TO BE SUBMITTED:

The following certificates should be submitted by the Quotationer/bidder in a single envelope system.

All the submitted documents are to be self-attested. This may be treated as the **CHECK LIST.**

- i) Document cost in shape of BankDraft,
- ii) Earnest Money Deposit (Not applicable)
- iii) Self attested copy of GST registration certificate,
- iv) Self attested copy of PAN Card,
- v) Self attested copy of last Income Tax return filed,
- vi) Self attested copy of up-to-date valid dealership certificate/OEM Authorization Certificate
- vii) Quotationer / bidder's profile (**Annexure- III**)
- viii) Copy of brochure in support of Technical specification of equipment

Signature of the Bidder


Block Development Officer, Tihidi

- ix) Self-declaration for non-blacklisting by any State Government or Central Government organization (as per Annexure-II)

4. **NON RESPONSIVE / REJECTIONCRITERIA**

The Quotation/bid document will be rejected if any of the following documents are not submitted with Quotation.

- i) Quotation cost,
- ii) Self attested copy of GST registration certificate,
- iii) Price Schedule submitted with signature and seal of the quotationer

5. **EARNEST MONEY DEPOSIT (BIDSECURITY):**

The Earnest Money Deposit (EMD) is not applicable to the Quotation.

6. **ISSUE OF PURCHASE/ SUPPLYORDER:**

The purchase/supply order will be placed to the responsive lowest bidder as per actual requirement. The purchase orders will only be sent to the concerned approved bidder by E-mail. The approved bidder will supply the Items to the School/college within **7 (Seven) days** from the issue of the purchase/supply order.

7. **TERMS OF PAYMENT:**

No advance payment will be made to the supplier. The supplier has to submit the bill/invoice in triplicate and a photocopy of the purchase order at the time of supply for necessary stock entry. Payments will only be released as soon as possible after keeping the security deposit from the supplier, if they have not deposited the same before.

All payments will be made online (e-payment/ e-transfer) or through RTGS/NEFT/ Cheque (Account Payee Only). No Financial claims for Payment/interest can be made/claimed against the Block Development Officer, Tihidi in any respect or in case of any Delayed Payment/non-payment.

8. **LEGAL:**

In the event of any litigation arising out of the Quotation such matters would be subject to the jurisdiction of the Hon'ble High Court, Orissa or Civil Courts, Bhadrak.

Signature of the Bidder


Block Development Officer, Tihidi

Annexure-I
TECHNICAL SPECIFICATION

Sl. No.	Items	Specification	Dimension	Approximate Qty
1	2	3		4
1	Dual Desk Bench (School)	<p>All frame made by MS Square pipe. Frame overall size 48"LX35"WX30"H. Desk & Bench All Leg made with 0.8CRSheet and 25mm round 1.2MS Pipe Support Side Leg to 5".5 Wide and Round Pipe welded to 50x25mm tube of wall thickness 1.2 mm. All frame long pipe 25mmx25mm 1.2mm thickness. Back rest pipe 25mmx25mm 1.2mm thickness round pipe. Front Modesty panels made with 1.25 mm thick CR sheet & book self-guard & modesty panel wide 15"x46" long bi-color panel support 25mm x 25mm x 1.2mm square pipe support. Desk all MS frame duly powder coated. All MS frame joints must be permanently welded, not folding type. Ground level adjusting PVC shoes. Front Modesty panels made with 1.25 mm thick CR sheet All edges are to be finished with edge bending of minimum 2mm thick PVC tape. Tube End Caps-All end of the MS tube and Base to be fixed With plastic caps.</p>	<p><u>Dimension of Top</u> Desk Top:-18mm HDMR Size 46"x15" Desk Sheet 18mm HDMR Size:-48"x12" Desk Back Upper Parts:-18 mm HDMR Size:-48"x9" Desk Book Shelf 18 mm HDMR Size:- 46"x9" HDMR board post-forming 0.8 mm MICA paste site edge binding 2 mm PVC tape.</p>	240
2	Dual Desk Bench (College)	<p>All frame made by MS Square pipe. Frame overall size 60"LX35"WX30"H. Desk & Bench All Leg made with 0.8 CR Sheet and 25mm round 1.2MS Pipe Support Side Leg to 5".5 Wide and Round Pipe welded to 50x25mm tube of wall thickness 1.2 mm. All frame long pipe 25mmx25mm 1.2mm thickness. Back rest pipe 25 mm x 25 mm 1.2mm thickness round pipe. Front Modesty panels made with 1.25 mm thick CR sheet & book self-guard & modesty panel wide 15"x58" long bi-color panel support 25mm x 25mm x 1.2mm square pipe support. Bench height 1'-6". Desk all MS frame duly powder coated. All MS frame joints must be permanently welded, not folding type. Ground level adjusting PVC shoes. Front Modesty panels made with 1.25 mm thick CR sheet All edges are to be finished with edge bending of minimum 2mm thick PVC tape. Tube End Caps-All end of the MS tube and Base to be fixed With plastic caps.</p>	<p><u>Dimension of Top</u> Desk Top:-18mm HDMR Size 58"x15" Desk Sheet 25mm HDMR Size:-60"x12" Desk Back Upper Parts:-18 mm HDMR Size:-60"x9" Desk Book Shelf 18 mm HDMR Size:- 58"x9" HDMR board post-forming 0.8 mm MICA paste site edge binding 2 mm PVC tape.</p>	567

N.B. : - The BoQ is purely provisional. Actual items/quantities may not be uniform and may vary among the schools & Colleges as per their requirements.

Signature of the Bidder


 Block Development Officer, Tihidi

ANNEXURE - IIDECLARATION

I/ We M/s. _____ represented by its Proprietor/ Managing Partner/Managing Director having its Registered Office at _____ do hereby declare that I/ We have carefully read all the conditions of Quotation for supply of Dual Desk Benches for educational institution to the Quotationer/to the parties as mandated by the Quotationer and will abide by with all the terms conditions of the Quotation.

I/ We declare that I/we possess a valid GST registration certificate & registered manufacturer/ dealer of the said equipment.

I/We do here by declare that I/We have not been derecognized /blacklisted by any State Government or Central Government organizations for any reasons.

I/We agree that the Quotation Inviting Authority can forfeit the Earnest Money Deposit(N/A)and or Security Deposit and blacklist me /us for a period of 2(two)years if, any information furnished by us proved to be false at any time or not abiding by the Quotation terms and conditions.

I/We do hereby solemnly affirm and stated that the facts stated above are true to the best of my knowledge, belief and best on records.

Signature of the bidder:

Date:

Name & Address of the Firm:

Signature of the Bidder


Block Development Officer, Tihidi

Annexure-III
BIDDER PROFILE

1)	Name of the Bidder	
2)	Address of the Registered Office	
3)	Address for Communication	
4)	Telephone No	
5)	Mobile (Whatsapp No.)	
6)	Fax	
7)	Email ID	
8)	Whether Registered under GST Act & Rules(GSTIN)	
9)	PAN No	
10)	Name of the authorized person for Negotiation, Mobile No. & address	
11)	Indicate whether Manufacturer/ authorized Dealer/ Distributor/Supply Agency(Certification/Letter No, Date with Validity)	
12)	Name, address & Contact No. of the agency that will provide service after sale	

Signature of the Bidder

With Seal

Date:-

Place:-

Signature of the Bidder

Des
29/12/20
Block Development Officer, Tihidi