



DISTRICT RURAL DEVELOPMENT AGENCY

Mayurbhanj, Baripada, Odisha. Pin- 757002

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Letter No. 2733 /DRDA - Mayurbhanj / Date: 13 / 03 / 2020

Tender Call Notice

Sealed Quotations are invited from intending Authorized suppliers/ Dealers having GST certificate for providing Godrej Office Furniture as per the specification given below for DRDA, Mayurbhanj which will be installed at District OSWAN VC Hall, Baripada. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before 21/3/2020 by 5:00 PM through Registered Post/Speed Post/ Courier only and shall be opened on the next day at 11 A.M. in presence of the bidders or their authorized representatives.

The undersigned reserves to accept or reject the tender without assigning any reasons thereof.

For Tender Form and other Details visit: - www.mayurbhanj.nic.in

1. Name of the Items:-

Brief Description of the Items	Specification	Delivery period	Place of delivery	Warranty	Quantity
1. Revolving Chairs	Model: E II Mid Back Colour: Black Brand: Godrej	Within 15 days of receipt of Purchase Order	OSWAN VC Hall, Baripada, Mayurbhanj	As offered by the Company	24 nos.
2. Visitor's Chair	Model: E II Visitor Colour: Black Brand: Godrej	Within 15 days of receipt of Purchase Order	OSWAN VC Hall, Baripada, Mayurbhanj	As offered by the Company	40 nos.
3. Executive Revolving Chair	Model: Sedna High Back Colour: Black Brand: Godrej	Within 15 days of receipt of Purchase Order	OSWAN VC Hall, Baripada, Mayurbhanj	As offered by the Company	01 no.

2. Bid Price

- a) The installation & transportation charges also to be included in the Bid Price.
- b) All duties, taxes and other levies payable by the dealer under the contract shall be included in the total 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. Each bidder shall submit only one quotation.

4. Validity of Quotation

Quotation shall remain 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

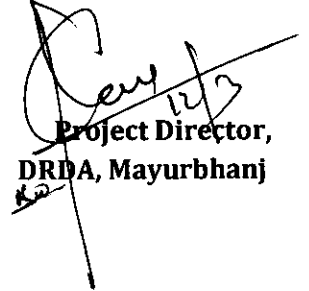
- (a) Are properly signed and
- (b) Confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for all the items together.

6. Award of contract

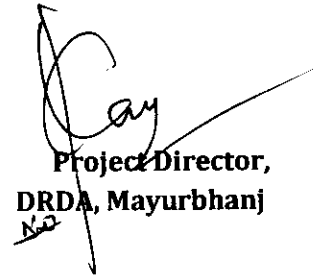
- 6.1 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
7. Payment shall be made after delivery of the goods through NEFT/RTGS after submission of the bills and vouchers.
8. 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.
9. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
10. Notwithstanding the above, the DRDA, Mayurbhanj 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. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the Project Director, DRDA, Mayurbhanj.
11. A sum of Rs. 20,000/- as Security Deposit and Rs.5000/- as EMD amount shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the Project Director, DRDA, Mayurbhanj payable at Baripada, Mayurbhanj and submitted along with the tender. After completion of tender process, the amount of Security Deposit and EMD will be refunded to unsuccessful bidders immediately and for successful bidders the deposited amounts will be refunded to their respective accounts within 60 working days from the supply of the product.

12. If the successful bidder fails to supply the products within the stipulated period, then the security deposit will be forfeited.
13. The 1st Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification & quality.


Project Director,
DRDA, Mayurbhanj

Memo No 2734 Dated. 13 / 03/2020.

Copy to Notice Board of Collector & District Magistrate, Mayurbhanj/All PA ITDAs/Dy. Collector, Nizarat, Collectorate, Mayurbhanj / all BDOs/Sub Collector Mayurbhanj/ Udala/ Rairangpur / Karanjia/ All Tahasildars/ Executive Officer, Baripada Municipality/DI & PRO, Mayurbhanj, Baripada with a request to affix the above tender call notice in their notice board for wide publicity.


Project Director,
DRDA, Mayurbhanj

EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address :	
3	Are you a Dealer/Supplier	
4	Trade Tax / Sales Tax Registration no. with Place (Copy to be attached)	
5	TIN / PAN No. (with copy of certificate)	
6	Up to date GST Clearance Certificate (Copy to be attached)	
7	Authorization Certificate of each quoted item (Copy to be attached)	

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

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

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

Signature:

Date:

Name

Address

Designation:

FORMAT OF QUOTATION

Sl. No.	Description Goods	Specifications	Rates offered
1	2	3	4

Gross Total Cost: Rs.

Total bid price (including Taxes and Other) in Rs. _____ (in figure)
_____ (In words)

Signature of the Bidder

Name of the Firm/Agencies

Address

Date

Place

Seal