

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, MAYURBHANJ, BARIPADA**

No. 682 /Niz.dt. 06.08.24

**TENDER CALL NOTICE**

Sealed Quotations are invited from intending Authorised suppliers/ Dealers having GST / IT clearance certificate for providing Furniture & Fixture as per the specification given below for Collectorate, Mayurbhanj. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before dt. 20 .08 .2024 by 11 :00 AM through Registered Post/Speed Post only and shall be opened on the same day at 3.30 P.M . in presence of the bidders or their authorized representatives in the Office Chamber of Additional District Magistrate (Gen.), Mayurbhanj.

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

For Tender Form and other Details visit: - [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in)

**1. Name of the Items:-**

Brief Description of the Items	Specification	Delivery period	Brand	Place of delivery	Warranty	Quantity
1. Officer Executive Chair with Headrest	Greta Cross High Back chair with Head rest	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	02no
2. Officer Chair	High Back creta Chair	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	01no
3. VIP Chair (Big)	Mega High back Office Chair	Within 07 days of receipt of Purchase Order	Godrej/Nilkal	Collectorate, Mayurbhanj	3 Years	05 nos
04. PVC Chair	Cushion	Within 07 days of receipt of Purchase Order	Nilakamal	Collectorate, Mayurbhanj	3 Years	05 no
	Plastic		Nilkamal			25 no
05. Big Office Table	Maestro	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	01 no
06. Table	4'2" T8 Unitised Table	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	07no
07. Almirah	KD Palain	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	12no
08. Revolving Computer Chair	Starr Mid Back	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	09no
09. Computer Table	C3 Type	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	05no
10. Rack	6 shelve Metal Rack	Within 07 days of receipt of Purchase Order	Godrej	Collectorate, Mayurbhanj	3 Years	12 no
11. Steel Ladder		Within 07 days of receipt of Purchase Order	Any company	Collectorate, Mayurbhanj	3 Years	01no

## 2. Bid Price

- a) The 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.

A set of Tender documents can be purchased from Nizarat Section, Collectorate, Mayurbhanj on any working day from dt. 06.08.2024 to 19.08.2024 in between 10.00 AM to 5.30 PM or downloaded from [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) Website at a non-refundable tender fee of Rs.2,000/- payable through demand draft drawn in favour of Nizarat Officer, Collectorate, Mayurbhanj payable at SBI, Baripada, Mayurbhanj.

## 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 quotation 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 Collector & District Magistrate, 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 Collector & District Magistrate, Mayurbhanj.
11. A sum of Rs.20,000/- as EMD Amount shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of Nizarat Officer, Collectorate, Mayurbhanj payable at SBI,

### 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/reseller	
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 VAT Clearance Certificate (Copy to be attached)	
7	Authorisation 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:

Baripada, Mayurbhanj and submitted along with the tender. After completion of tender process, the amount 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 1<sup>st</sup> Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification & quality.
14. The tenders are to be submitted as per two bid systems i.e Technical bid and Financial bid. Both the envelopes containing Technical bid and Financial bid should be put in a third sealed envelope and should be super scribed as " **Tender of Supply of Furniture & Fixture**". The Sealed tender should be addressed to the Nizarat Officer, Collectorate, Mayurbhanj, AT/PO-Baripada,Dist.-Mayurbhanj,PIN-757001.

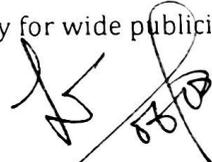


**Collector & District Magistrate,  
Mayurbhanj**

Memo No 683 Dated. 06/08/2024.

Copy of the CDO-cum-EO, Zilla Parishad, Mayurbhanj/Sub-Collector, Baripada/PA, ITDA, Baripada/E.O, Baripada Municipality/ Tahasildar, Baripada for information and necessary action. They are requested to display the Tender call notice in their Notice Board for wide publicity.

Copy to Notice board of Collectorate, Mayurbhanj, Baripada to display for wide publicity.



**Collector & District Magistrate,  
Mayurbhanj**

