

**INTEGRATED TRIBAL DEVELOPMENT AGENCY,  
KAPTIPADA, UDALA.**

Email - itdakpd@nic.in / Phone - 06795-232239 (Off.), 06795-232239 (Fax)

**QUOTATION CALL NOTICE**

No. 594 / ITDA  
XXX-18/2025

Dated : 10/03/26

Dear Madam/Sir

The office of ITDA, Kaptipada, Udala invites **Sealed separate Quotations** from intending reputed Suppliers/Authorized Dealers/Registered Entities having valid GST registration and PAN/TIN, for supplying Weighing Machine & Multipurpose Photo copier machine (As per specification). The Quotation complete in all respect adhering to the following terms and conditions should be received in this office on or before **Date 17.03.2026 (4 PM)**. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason what so ever.

The cost of the supplied articles shall be paid only after delivery at cluster point in good condition. The undersigned reserves all rights to cancel this quotation without any prior notice to the suppliers. The quotations shall be received through **Registered Post / Speed Post / Courier / By Hand by ITDA Office, Kaptipada, Udala up to 17.03.2026 on or before 4 PM** and will be opened on 17.03.2026 at 4.30 PM in the office chamber of the undersigned. Further order will be placed and the supplier should supply and install the quoted articles within seven (Seven) days at the ITDA Office. Since provision of the quoted items are to be completed in a time bound manner, failure to deliver/ installation of the items in the prescribed time frame will lead to forfeiture of the EMD amount.

The following terms & conditions should be strictly adhered to:

1. Please send your sealed quotations(s) through **Registered /Speed Post/ Courier / By Hand** only so as to reach Office of ITDA on or before 17.03.2026 by 4 PM. Sealed quotations(s) received after the closing date and time will not be entertained and this office will not be responsible for them. Quotation (s) through fax / e-mail will not be entertained.
2. A supplier may offer separate quotations for one or more than one category. *The category descriptions must be superscripted on the sealed envelope (e.g. SUPPLY/INSTALLATION OF \_\_\_\_\_ITEMS).*
3. The envelope containing the quotation should be properly sealed (preferably wax/ Cello tape seal). If the envelope containing the quotation is not sealed and marked as above, the Purchaser will assume no responsibility for its misplacement or premature opening.
4. The above quotation(s) will be opened on dated on 17.03.2026 at 4.30 PM in the Chamber of the PA, ITDA, Kaptipada, Udala. The interested Vendor(s) or their authorized agents shall remain present during opening of quotations.
5. If the above stated opening or closing date (s) happens to be Govt. Holiday(s) / Bandh, the submission /opening of the Sealed Quotation will be on the next working day as per the time scheduled.
6. The PA, ITDA, Kaptipada, Udala has the right to order or not to order for supply and installation. The PA, ITDA, Kaptipada, Udala also has right to divide / split the total order among more than one party. Contract would ordinarily be awarded to the lowest evaluated

bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this bidding document. However, where the lowest acceptable bidder against ad hoc requirements not in a position to supply the full quantity required, the remaining quantity as far as possible will be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder. Decision of the PA, ITDA, Kaptipada, Udala will be final and binding on all vendors / bidders. The PA, ITDA, Kaptipada, Udala may order whole items as a single unit from the lowest quoted technically qualified bidder or may decide among different technically qualified bidders quoted lowest for different items, if needed.

7. Manufacturer's name, make, model catalogue / part No/ Code no., process etc of each item if any should be clearly mentioned. If imported, the name address, phone, fax and e-mail (if any) of the Beneficiary / Manufacturer and authorized Indian agent (if you are a sub-agent) should be mentioned.
8. Document supporting both past and present status of both the Manufacturer and supplier should be enclosed. Authorization Certificate of the concerned company in your favour (or in favour of your firm through your principal dealer if you are a sub-agent) to sell / service/ giving Annual Maintenance Service for the above items(s) should be enclosed along with the Sealed Quotation; otherwise the same will be rejected. If you are a sub-agent a principal dealer of the main company, then a letter from the principal dealer for giving direct service /AMC to this office by them, should be enclosed. Other than, the rates quoted by the firms, priority of selection will be given to those firms of having credentials of supplying to Govt. of India / Govt. of Odisha in the past.
9. Payment will be made within thirty working days after successful fixing /installation and satisfactory performance. No advance payment can be made for supply of the above items.
10. Technical literatures, brochures etc. supporting the above specifications or facilities may be seen / referred. The Bidders / Vendors are requested to highlight / underline the specification in the technical Brochure as per the specification wanted by the Office. The company should submit all relevant drawings & sketches of each product separately in line with specifications along with the bid.
11. The quoted rate must be inclusive of all taxes (CGST, SGST, IGST& other taxes as applicable and fees (including transportation, installation / any other).
12. The quotation must be attached the valid GSTIN certificate, GST and IT return (minimum 2 years). Incomplete quotation/s paper shall not be entertained by the committee.
13. The undersigned reserves the right to award the supply to more than one supplier if situation warrants so at the lowest price in view of the time constraints for completion.
14. No advance payment shall be considered payment shall be made subject to condition that after completion 100% delivery of the materials and installation in good condition as per specification.
15. Proper GST Bills along with details of Bank A/C for payment.
16. TDS as per GST and IT act will be applicable.
17. Defective materials, if any, shall be replaced without added cost by the supplier within 07 (Seven) working days of receipt of the Materials/Spare Parts. Bidders will be solely responsible for the service and maintenance or replacement of the same within the period of warranty/ guaranty respectively.
18. The selected supplier/ manufacturer must provide a warranty/ guaranty starting from the date of delivery of the goods to be mentioned against each item.

19. Any difference or variations in the brand name of specification from our specification should be clearly mentioned. Brochure / Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.
20. Any freebies to be supplied with the article should be clearly mentioned.
21. **EARNEST MONEY DEPOSIT (EMD/BID SECURITY):** The EMD/ BID security are required to protect the Purchaser against the risk of Bidders conduct, which would warrant the security's forfeiture. **An earnest money @ Rs. 10,000/- (Rupees Ten Thousand only) must be deposited in shape of A/C payee Demand Draft of a Nationalised bank in favour of "Project Administrator, ITDA Kaptipada, Udala" payable at 'Udala' along with each Quotation serpately.** The EMD should normally be remaining valid for a period of minimum 90 days beyond the final bid validity period. Please mention the item name & no of the Sealed Quotation, your company name and address in the back side of the EMD draft for our reference. The EMD to the unsuccessful Bidder (s) /Vendor(s) will be returned to them at the earliest (within 30 days) after expiry of the final bid validity or latest on or before the 30<sup>th</sup> day of the award of the contract or order whichever is earlier without any interest. The earnest money of the successful Bidder /Vendor will be returned to them without any interest after completing the successful installation / Delivery in good and serviceable conditions. Bidder(s) /Vendor(s) exempted from applying EMD shall have to furnish the related valid documents for such exemption.
22. Sealed Quotation(s) without appropriate Sealed Quotation fee & EMD will be rejected at the spot of opening of the Sealed Quotation and no reconsideration will be made.

**The EMD/Bid Security may be forfeited**

- (a) If a Bidder withdraws, modifies, revises, deviates from its bid or any of the terms and conditions of this Sealed Quotation enquiry document during the period of bid validity specified by the Bidder on the Bid Form: or
- (b) In case of a successful Bidder, if the bidder fails to furnish order of acceptance within 30 days.

**Exemption from EMD**

Firms registered with NSIC and Central Public Sector Enterprises (PSE) who are exempted from payment of EMD are allowed exemption from payment of EMD/SD if the product being quoted is actually manufactured by them and the product is registered with these agencies . Firms registered with these agencies selling products of other companies and not manufacturing the products being quoted by them are not allowed exemption from. To avail EMD exemption, the firms should submit a legible photocopy of valid Registration Certificate. Registration certificate should be valid as on date of quotation. Photocopy of application for registration as NSIC or for renewal of NSIC will not be acceptable. Such offers will be treated as offers received without EMD. EMD exemption document (as specified above) should be deposited by Sealed Quotation due date and time with the Sealed Quotation Registration with GeM will not entitle the Sealed Quotation to claim exemption from payment of EMD.

**23. Opening and Evaluation of Bids**

- (i) The Purchaser will open all Bids, in the presence of Purchase Committee members and Bidders' representatives who choose to attend, as per the schedule given in bid details. The Bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday

for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.

- (ii) During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder.
  - (iii) Preliminary Examination: The Purchaser will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from suppliers, without proper Authorization from the manufactures shall be treated as non-responsive and rejected.
  - (iv) Arithmetical errors in the financial bids will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected.
  - (v) The Purchaser may waive any minor informality, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.
  - (vi) Prior to the detail evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purpose of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservation to critical provisions such as those concerning Bid Security / Performance Security , Warranty, Force Majeure, Applicable law and Taxes and Duties, etc., will be deemed to be a material deviation.
  - (vii) If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
24. **Contacting the Purchaser.** No Bidder shall contact the Purchaser on any matter relating to its bid from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the purchaser, it should do so in writing. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidders bid and forfeiture of the EMD without prejudice to any other action against such bidder as deemed fit by the Purchaser.
25. **Liquidated damages/Penalty:** The date of delivery mentioned in Office order should be strictly adhered to otherwise, the PA, ITDA, Kaptipada, Udala reserves the right not to accept the delivery in part or full and to claim the liquidated damages/ Penalty at 1% per week or part thereof.
26. If supply is not completed within the stipulated period and no extension at the period of supply is applied for and granted this office reserves the right to make purchase from any other sources without sending any intimation of cancellation of the order placed with the vendors. If the Sealed Quotation(s) fail to execute the order(s) within the time period, as indicated in the Sealed Quotation /order for supplies or as mutually agreed to the order will be cancelled. They will also be liable for all damages sustained by the Office for non- supply including the liability to pay any difference between the prices accepted by him and those ultimately paid by the office for the articles otherwise the firm will be black-listed from the office purchases. PA, ITDA, Kaptipada, Udala will assess such damages and his decision in the matter will be final.

27. The contract for supply **cannot be sublet** without the permission of the PA, ITDA, Kaptipada, Udala. The article supplied and installed should strictly confirm to the specification, grades etc, quoted by the firm or to the samples supplied by the firm and accepted by this Office. If any of the articles supplied by the Sealed Quotation are found to be bad or unsound, un-merchantable, inferior in quality, or not in accordance with the description or otherwise faulty or unfit for use or unwholesome, the price or prices, of such article incomplete Sealed Quotations/ Sealed Quotations without required documents will be rejected. Sealed Quotations submitted after the closing date and time will not be entertained.
28. Any **cheating or forgery** found at any moment, the PA, ITDA, Kaptipada, Udala has the right to forfeit the EMD or Security Money and empowered to take legal action as deemed fit.
29. PA, ITDA, Kaptipada, Udala reserves the right to accept / reject any / all the Sealed Quotations in part or in full without assigning any reason thereof.
30. In the event of any dispute or difference(s) found between the vendor and PA, ITDA, Kaptipada, Udala and Vendor(s), the matter shall be referred to the Civil Court of Udala exclusively.
31. The purchasing committee may further negotiate the price and best quality subject to the limitation of fund allotment vide Letter No. 1209, dt. 24.10.2024 & Letter No. 1563, dt. 18.11.2025 of Mission Director, MMJJM, BBSR for this purpose.
32. The decision of the Purchase Committee is final in all respect.
33. The Undersigned reserves the right to cancel any or all of the quotations without assigning any reason thereof.

  
Project Administrator,  
ITDA, Kaptipada, Udala

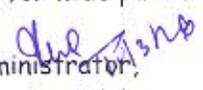
Memo No. 595 / ITDA, Dated 10/03/26

Copy submitted to the Collector and District Magistrate, Mayurbhanj/ C.D.O.-cum-E.O., Zila Parishad, Mayurbhanj / Sub- Collector, Kaptipada, Udala / Executive Officer, NAC Udala for favour of kind information and necessary action.

  
Project Administrator,  
ITDA, Kaptipada, Udala

Memo No. 596 / ITDA, Dated 10/03/26

Copy to the Dist. Information Officer, NIC, Mayurbhanj for kind information and necessary action. He is requested to host the quotation call notice in the website for wide publication.

  
Project Administrator,  
ITDA, Kaptipada, Udala

Memo No. 597 / ITDA, Dated 10/03/26

Copy to the All Tahasildars / the Executive Engineer, Zilla Parishad / the Executive Engineer, R&B / the E.E., RWD / the E.E., M.I Division/ E.E, RWSS Division /All BDOs of Mayurbhanj District/ DEO, Mayurbhanj / the DIPRO, Mayurbhanj and Notice board, ITDA Kaptipada, Udala for information and necessary action with a request to display this notice on the notice board for wide publicity.

  
Project Administrator,  
ITDA, Kaptipada, Udala

DESCRIPTION OF ITEMS AND SPECIFICATIONS FOR  
SUPPLY/ INSTALLATION OF EQUIPMENTS

Sl No	Item name	Specifications	REMARKS	Price Quoted
1.	Digital Weighing Machine (Honda / Sansui / Hi-tech)	150 Kg. Stainless Steel 500*500 Heavy Duty Platform	Price should be inclusive of all taxes (GST, IT) including transportation and installation at village point / ITDA office	
2.	Multipurpose Photo copier machine (Konica Minolta / Xerox)	Function - Print, Scan, Copy, Duplex, Networking, Wi-fi Print Technology- Laser, RAM - Minimum 256 MB, Type of Printing - Monochrome (Black), Print Paper Size - A4, A3 & Legal, Maximum Scan area (Platen / Flatbed Size) - A4, A3 & Legal, Connectivity - USB Post, Ethernet Port, Wi-Fi, Bypass Tray Facility etc.		

  
Project Administrator,  
ITDA, Kaptipada, Udala

DECLARATION

I/We hereby undertake to abide by all the rules and regulations formulated by this Office and mentioned in the Sealed Quotation Notice No. \_\_\_\_\_, dt. \_\_\_\_\_ of PA, ITDA, Kaptipada, Udala. I/We also undertake to follow the final decision taken by the PA, ITDA, Kaptipada, Udala in case of any dispute in future and we will supply materials within 07 days of receipt of supply order.

Name of the Vendor/Bidder/Manufacturer

Checklist mandatorily to be submitted by the Vendor/Bidder

1. Declaration that we will supply material within 07 days of receipt of supply order
2. Valid EMD/ Valid EMD Exemption document
3. GST Return (Minimum 02 Years)
4. IT Return (Minimum 02 Years)
5. Valid PAN Number