



**ODISHA LIVELIHOODS MISSION**  
**DISTRICT RURAL DEVELOPMENT AGENCY, KEONJHAR**  
e-mail: Keonjhardpm.olm@gmail.com,



No. 386 // OLM

Date 03.10.2018

**QUOTATION CALL NOTICE**

Sealed Quotations are invited from interested Suppliers/ Distributors/ Dealers for supply and installation of Tables, Chairs and Racks etc for as per the specification given below for official use. The detailed Quotation Paper along with other terms & conditions can be obtained from the office of the DMMU-OLM, Keonjhar or can be downloaded from the website [www.keonjhar.nic.in](http://www.keonjhar.nic.in). The evaluation forms and format of quotation completed in all respect must be sealed cover super - scribed as "Quotation for supply and installation of Tables, Chairs and Racks etc" addressed to the **Project Director, DRDA, Keonjhar- 758001** should reach by Regd. Post/ Speed Post on or before **26.10.2018 by 11.00 AM** and shall be opened on the same day at **11.45 AM**.

The undersigned reserves the rights to accept/ modify/ reject any or all the quotation(s) fully or partially without assigning any reason thereof.

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

Sl. No.	Brief Description of the Items	Specification	Delivery period	Approx. Quantity
1	<b>Executive Table</b>	<ul style="list-style-type: none"><li>Size : 4ft X 2 ft</li><li>One side 03 Drawers</li><li>Powder coated color with Novapan top</li></ul>	Within 7 days of receipt of Purchase Order	4 Nos.
2	<b>Executive Chair</b>	<ul style="list-style-type: none"><li>S Type with prime steel</li><li>Full arm with cushion</li></ul>	Within 7 days of receipt of Purchase Order	4 Nos.
3	<b>Rack</b>	<ul style="list-style-type: none"><li>Size : 3 ft X 3 ft X 15 inch</li></ul>	Within 7 days of receipt of Purchase Order	2 Nos.
4	<b>Almirah</b>	<ul style="list-style-type: none"><li>Size : 6 ft 6 inch X 3 ft X 19 inch depth. (with legs)</li><li>Prime steel powder coated color</li><li>Shelves with locker facility</li></ul>	Within 7 days of receipt of Purchase Order	8 Nos.
5	<b>Plastic Chair</b>	<ul style="list-style-type: none"><li>Good Quality plastic molded chair</li></ul>	Within 7 days of receipt of Purchase Order	20 Nos.

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## 2. Bid Price

- a. The transportation and installation charges are also be included in the Bid Price / Quoted Price at site.
- b. All Taxes, duties and other levies payable by the Bidder under the contract shall be included in the Bid Price / Quoted 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.

## 3. Terms & Conditions:

- i) Each bidder shall submit only one quotation as per the enclosed Quotation format.
- ii) The Bidders are required to deposit an earnest money of **Rs.2,000/-** (Rupees Two thousand only) in shape of Demand Draft in favour of the "**Odisha Livelihoods Mission-NRLM (Keonjhar)**". Quotation papers submitted without E.M.D shall not be accepted. The EMD will be forfeited, if a Bidder (i) withdraws its Bid during the validity period of the Bid or (ii) fails to perform the contractual obligations as per the Purchase Order. The E.M.D. amount of the unsuccessful Bidder will be refunded after completion of Quotation Process.

## 4. Validity of Quotation

Quotation shall be valid for a period not less than 45 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 given in the Quotation format.

### While submitting the bid, the bidders should submit the following documents:

- i. Copy of Sales Tax Registration No. / TIN No. / GST Registration No.
- ii. Copy of up to date VAT clearance certificate.
- iii. Copy of dealership certificate

## 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 reputed make/ model with lowest 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 e-transfer after submission of the bills and vouchers.

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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 Keonjhar district jurisdiction only.
10. Notwithstanding the above, the undersigned 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.
11. The 1<sup>st</sup> Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification.

  
**Project Director,**  
**DRDA, Keonjhar**  
**D.R.D.A., Keonjhar**

Memo No. 387 / 019 Date 03.10.2018

- Copy forwarded to the DIO, NIC, Keonjhar for information with a request to hoist the notice in District website.
- Copy forwarded to the BDOs of Harichandanpur, Banspal, Telkoi, and Patna for information and necessary action. A copy of the quotation call notice may be affixed in their notice board for wide publicity.
- Copy to the Notice Board of DRDA, Keonjhar.

  
**Project Director,**  
**DRDA, Keonjhar**  
**D.R.D.A., Keonjhar**

### EVALUATION FORM

1	Name of the Supplier	
2	Full address: Telephone/ Mobile no. Fax no. E-mail address :	
3	Sales Tax / GST Registration no. with Place (Copy to be attached)	
4	TIN / PAN No. (Copy to be attached)	
5	Up to date VAT Clearance Certificate (Copy to be attached)	Yes/ No
6	Certificate of Dealership (Copy to be attached)	

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

**Full Signature of the Bidder with seal**

Date :

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**DECLARATION**

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

1	Executive Chair	<ul style="list-style-type: none"><li>Full Signature of the Bidder with seal</li><li>Date :</li></ul>
2	Wedge	
3	Aluminum	
4	Plastic Chair	
Total Price		
Budget (in year)		

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### **QUOTATION FORMAT**

**(To be filled in by the bidder without any overwriting)**

I/ We do hereby submit item wise quotation below.

<b>Sl. No.</b>	<b>Description of Goods</b>	<b>Specifications of Goods</b>	<b>Rate per Unit offered in Rs.</b>
<b>1</b>	<b>Executive Table</b>	<ul style="list-style-type: none"><li>• Size : 4ft X 2 ft</li><li>• One side 03 Drawers</li><li>• Powder coated color with Novapan top</li></ul>	
<b>2</b>	<b>Executive Chair</b>	<ul style="list-style-type: none"><li>• S Type with prime steel</li><li>• Full arm with cushion</li></ul>	
<b>3</b>	<b>Rack</b>	<ul style="list-style-type: none"><li>• Size : 3 ft X 3 ft X 15 inch</li></ul>	
<b>4</b>	<b>Almirah</b>	<ul style="list-style-type: none"><li>• Size : 6 ft 6 inch X 3 ft X 19 inch depth. (with legs)</li><li>• Prime steel powder coated color</li><li>• Shelves with locker facility</li></ul>	
<b>5</b>	<b>Plastic Chair</b>	<ul style="list-style-type: none"><li>• Good Quality plastic molded chair</li></ul>	
<b>Total Price</b>			
Rupees (in words).....			

**Full Signature of the Bidder with seal**

Date :

*Handwritten initials*

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