



OFFICE OF THE SUB COLLECTOR, ANANDPUR

ଉପ-ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଆନନ୍ଦପୁର

QUOTATION CALL NOTICE

No. 1372 /Niz Date. 10.02.2025

Sealed quotations in enclosed format are invited from the intending agencies/ firms / suppliers/ societies for supply of **Furniture and fixture** for Office and Record Room of Office of the Sub-Collector, Anandapur. The description of the goods to be required are given at Annexure-I

SCHEDULE OF EVENTS	
1. Last date for receipt of Quotations:	24.02.2025 (2.00 P.M)
2. Opening of Bids/Quotations:	24.02.2025 (4.00 PM)

The quotation call notice is available in the office of the Sub-Collector, Anandapur , Keonjhar District portal (Kendujhar.odisha.gov.in) and submits the sealed Quotations addressed to the Sub-Collector, Anandapur at the office of the Sub-Collector, Anandapur. The sealed Quotation can also be submitted by putting the same in the sealed drop box placed at the office of the Sub-Collector, Anandapur. Modifications / Corrigendum if any detected / felt necessary at a later stage will be published on the Office Notice board only. Hence the bidders are advised to visit frequently the Sub-Collector's Office, Anandapur to track any modifications/ corrigendum etc. or to know the details of articles as required this connection.

Canvassing in any form shall be liable for disqualification.

Last date of submission of quotations is **24.02.2025 at 2.00 P.M.** No quotations will be received after due date and time.

The Sub-Collector, Anandapur reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed quotations papers by the due date only by Speed Post/ Regd. Post/ dropped in the assigned drop box kept at the election section of Sub-Collector's Office as mentioned above.

The Quotation received will be opened on **dt. 24.02.2025 at 4.00 P.M** at the office of the Sub-Collector, Anandapur by the purchase committee in presence of the quotationers, if any.


Sub-Collector, Anandapur

Terms and Conditions:

1. The **sealed envelope** containing the proposal must be delivered to the Sub-Collector, Anandapur by Speed post / Registered post/ courier or dropped in the assigned drop box kept in the Sub-Collector's Office (Election Section) **with super scribe the items of quotation viz. "Furniture and fixture for Office and Record Room of Office of Sub-Collector, Anandapur"**. Bid received after the due date will not be entertained and shall liable for rejection.
2. The sealed envelope containing the proposals must be delivered to the given address by registered post/ speed post/ drop box at the places specified with super scribed the number of quotation call notice. Bids received after due date will not be entertained and shall liable for rejection.
3. The quotation paper can be obtained from the Sub-Collector's Office, Anandapur or downloaded from any source.
4. A sum of Rs.10,000.00 (Rupees ten thousand)only shall be deposited by the intending bidders in shape of cheque in favour of Sub-Collector, Anandapur and submitted along with quotation as security deposit. After completion of tender process/ quotation process, the cheque will be refunded to unsuccessful bidders.
5. Photocopy of valid PAN CARD, GSTIN registration certificate, I.T. return must be enclosed by the quotationers.
6. Any legal dispute arises out of this is subject to jurisdiction of Anandapur only.
7. The quotationers should have not been blacklisted by any Government organization. If found later on, the action shall be initiated against the firm as per the law.
8. Delivery must be made to the Sub-Collector, Anandapur within seven days from the date of order.
9. The Sub-Collector, Anandapur reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot / distribute the work to L2 supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
10. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Sub-Collector, Anandapur will have the right to cancel the order/ contract without assigning any reason thereof.


Sub-Collector, Anandapur

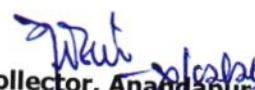
Memo No. 1373 / Niz Dated: 10.02.2025

Copy forwarded to Sub-Collector, Champua/Keonjhar /all BDOs/ all Tahasildars/ all Executive Officers of ULBs of Keonjhar district for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy forwarded to DeGMNIC, Keonjhar with request to publish the Notice on Keonjhar District portal for wide publicity among the General Public.

Copy to all members of the Purchase Committee for information and necessary action.

Copy to Notice Board for information all public.

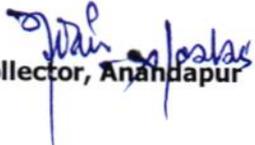

Sub-Collector, Anandapur

Annexure-I**DESCRIPTION OF GOODS & SERVICES TO BE SUPPLIED**

Quotation Call Notice No.	
Name of the Supplier/ Firm/ Agency	
Address of Supplier/ Firm/ Agency	
PAN No. (copy to be attached)	
GSTIN No. of Supplier/ Firm/ Agency (copy to be attached)	

Items	Make	Model No	Size and specification	Rate to be quoted per unit (Including all taxes and delivery)
Executive Chair (Movable)				
Executive Chair (Movable)				
Executive Table with Glass (Officer Table)			5Foot X3Foot	
Office Table			4Foot X2 Foot	
Office Table			4 Foot X 2.5Foot	
Computer Table			4 Foot X2 Foot	
Office fix Chair (Steel)				
Wooden Office chair				
Plastic Chair	Supreme			
Plastic Chair	Nilkamal			
Plastic Chair	Other			
Almirah (22 Gauge)	TATA		Height =6Foot Width= 3Foot	
Almirah (22 Gauge)	Godrej		Height =6Foot Width= 3Foot	
Almirah (22 Gauge)	Other		Height =6Foot Width= 3Foot	
Iron Rack with coated	TATA		Height =6Foot Width= 3Foot	
Iron Rack with coated	Godrej		Height =6Foot Width= 3Foot	
Iron Rack with coated	Other		Height =6Foot Width= 3Foot	
Kitchen Cupboard			Length-4Foot Width-2Foot Height-1.5 foot	

N.B.-Photocopy of each quoted item should be attached with Quotation paper.


Sub-Collector, Anandapur

Annexure-II

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.- _____ date. _____ of the Sub-Collector, Anandapur. I/We also undertake to follow the final decision taken by the Sub-Collector, Anandapur in case of any dispute in future and we will supply materials as and when required.

Signature of the Vendor/Bidder/Manufacturer/ Agency

Checked mandatorily to be submitted by the Vendor/Bidder

1. Declaration that we will supply material as and when required of receipt of supply order
2. Security Deposit of Rs.10,000.00 in shape of Cheque in favour of Sub-Collector, Anandapur.
3. GST Return (Minimum 02 Years)
4. IT Return (Minimum 02 Years)
5. Valid PAN Number