

**OFFICE OF THE PANCHAYAT SAMITI, GUNUPUR, DISTRICT:RAYAGADA**

**Email: ori-gunpur@nic.in**

Letter No. **1104** /RH/PS-2023

Date. **06.05.2023**

**QUOTATION CALL NOTICE**

Sealed Tenders in conformity with the details given are invited from the interested reputed Firms/ Authorized distributors/ Dealers/ Agency Vendors/Suppliers having a valid PAN/TAN & GSTIN with up-to-date GST clearance for supply of **“Plastic Chairs with Cushion, Supreme Ornate or Equivalent”** for meeting hall as per requirement for Panachayat Samiti, Gunupur, Rayagada.

The bid documents consisting of detailed specifications(Annexure-I) and set of terms and conditions and also other necessary documents required to be submitted along with the documents can be seen and downloaded till 12.30 PM of the last date of sale of bid documents which is available in the district portal <http://rayagada.nic.in>.

The bid documents are made available in the website from **06/05/2023, 10.00 AM** and closes on dated **23/05/2023 -12.30 PM** .The bid documents complete in all respect will be received up to **23/05/2023, 12.30 PM** through **Registered post/Speed post**. Tenders received through any other mode shall not be accepted .Bids will be opened on **23/05/2023 at 1.00 PM** in the office chamber of the BDO, Gunupur in presence of the bidder(s) and /or their authorized representatives.

Tenders received after due date and time shall not be accepted. Panchayat Samiti, Gunupur shall not be held responsible for any postal delay or delay due to any other reason(s) beyond its control. The tender/bids sent through electronic means / Courier shall not be accepted. Any corrigendum (if any) will be uploaded in the above-mentioned website.

The Tender Committee reserves the right to Accept or Reject any or all tenders/bids without assigning any reason thereof .For any queries, the undersigned may be contacted within the office hour (7.00 AM to 1.00PM) Except on Govt. Holidays.

Address-  
PANCHAYATSAMITI,GUNUPUR  
At/Post: GUNUPUR  
District: RAYAGADA  
PIN-765022, ODISHA

  
**Block Development Officer  
Panchayat Samiti, Gunupur**

**Memo No. 1105 /2023.**

**Date: 06.05.2023**

Copy submitted to the Collector, Rayagada /CDO Cum EO Zilla Parishad, Rayagada for favour of kind information and necessary action.

Copy submitted to the D.I.O., NIC, Rayagada for favour of information and necessary action. He is requested to upload the notification in the NIC portal for wide publication.

Copy along with soft copy in PDF file of the Advertisement sent to I & PR Department, Govt. of Odisha through online e-mail:-[irp.advt@gmail.com](mailto:irp.advt@gmail.com) for publication.

Copy submitted to Joint Secretary to Govt., Panchayati Raj & DW Department, Govt. of Odisha, Bhubaneswar for favour of kind information and necessary action.

  
**Block Development Officer  
Panchayat Samiti, Gunupur**

**Memo No. 1106 /2023.**

**Date: 06.05.2023**

Copy to the Notice Board and tender file/ Copy to local govt. offices for wide publication.

  
**Block Development Officer  
Panchayat Samiti, Gunupur**

## DETAILS OF TERMS & CONDITIONS OF THE QUOTATION

1. The Tenderers are required to deposit Rs.5,000/- (Rupees Five Thousand) only as EMD in the shape of Bank Draft drawn in favour of **The Block Development Officer, Gunupur payable at Gunupur**. EMD will be refunded to the unsuccessful Tenderers after finalisation of the tender.
2. Earnest Money Deposited by the successful bidder will be converted to Security Deposit which will be refunded after 100% supply & installation of the items. The whole or part of the Security Deposit will be forfeited for irregular performance or breach of any term(s) and condition(s).
3. The successful tenderer will be bound to supply the required No.s of items as per rate quoted and quality approved within 10 days from issue of supply order. If the materials are not supplied as per specification within 10 days of the date of issue of supply order, the order will automatically stand cancelled and EMD will be forfeited.
4. The dealer/ supplier should submit the authorized certificate of the company dealing for various items.
5. The supplier has to install the Computers at the school point as mentioned in the Tender at no extra cost.
6. No advance payment will be made. Payment will be made after 100% supply & installation of the goods in conformity with the specifications mentioned and in good condition.
7. No Extra amount over and above the rate approved will be paid.
8. The tenderers should submit their bids with detailed specifications and indicating the unit cost, which includes all the taxes and incidental charges. The unit cost quoted should include the installation charges, if any.
9. The tender paper shall be duly stamped and signed by Authorized Signatory of the bidder on all pages.
10. There shall not be any cutting/overwriting in the bid document. The financial figures in the commercial bid should be written both in figures and in words. In case of any discrepancy the amount written in words shall be considered.
11. The envelope containing the tender paper should be superscripted **“Quotation for supply of Plastic Chairs with Cushion for Gunupur Block.”**
12. The tenders received after the due date and time shall not be entertained.
13. The quantity mentioned in the notice may go upward or downward as per requirement.
14. Conditional / incomplete Tenders or without relevant documents are liable for rejection.
15. GST TDS and IT TDS will be deducted as per law at the time of payment.
16. On all the matters relating to this quotation call documents, the decision of the Purchase Committee shall be final and binding and the same cannot be referred to the court of law.

17. The undersigned reserves the right to cancel the purchase order if the equipments supplied fail to meet the specifications mentioned within the terms and conditions of this quotation call document. The undersigned shall not be held responsible for any loss or damage suffered by the bidder as a result of the cancellation of the purchase order.
18. The authority reserves the right to select more than one bidder for one or more items at its discretion.
19. It may be noted that one agency can not represent or quote on behalf of more than one dealer in the particular quotation. Such quotations if received will not be considered.
20. Any additional information you wish to provide may be attached separately.
21. The authority reserves the right to accept or reject in full or part of the tender without assigning any reason thereof.

**Check List for documents to be attached with bid document**

- The quotation document should be signed on each page by the authorized signatory of the bidder.
- Detail Name & address with Phone no./ e-mail ID of the contact person
- Bank draft for EMD in favour of the Block Development Officer, Gunupur, District: Rayagada.
- Self attested copies of certificate of registration for GSTIN, and incorporation etc., issued by appropriate Government Authority for the required services with seal of the quotationer.
- Self attested copies of up-to-date GST Return & IT Return
- Other documents in support of the eligibility of the bidder as mentioned above.

  
**Block Development Officer  
Panchayat Samiti, Gunupur**

QUOTATION

To

The Block Development Officer  
Panchayat Samiti, Gunupur  
At/Post: Gunupur, Dist: Rayagada

From

Sri..... S/O:.....  
At:..... Post:.....  
P.S:..... Dist:.....  
Contact No..... e-mail Id.....

Sir/Madam,

With reference to your quotation call notice vide letter No..... dated....., I am willing to supply the following specified materials against the quoted amount mentioned in below given proforma.

Sl. No.	Name of the Articles	Detailed Specifications	Unit	Unit Price
1	Armed Chairs with cushion for Meeting Hall( Supreme Ornate or equivalent)	Armed Chairs with Cushion of Plastic	50 No.s	

N.B: Supply of Chairs may vary as per requirement.

**Yours faithfully,**

**Signature of the Quotationer**

**Undertaking by the Bidder**

To

The Block Development Officer  
Panchayat Samiti, Gunupur  
At/Post: Gunupur, Dist: Rayagada

**Sub: Quotation for supply of Plastic Chairs with Cushion for Gunupur Block.**

Sir/ Madam,

1. We have studied the full contents of the quotation call document and agree to quote by the guidelines, terms and conditions laid in this quotation document.
2. We enclose all the sheets of this quotation call documents duly signed by us on every page, as a token of accepting all the guidelines, terms and conditions laid in this quotation document.
3. In case of non-observance of any of the guidelines, terms and conditions mentioned in this quotation document by us, we understand that our quotation/ purchase order (as the case may be) may be cancelled.
4. We warrant that the goods supplied under this contract are new, unused, of the most recent models, and they incorporate all recent improvements in design and materials and all the services configured shall render trouble free function.

Dated signature of .....

In capacity of.....

Duly authorized to sign the quotation for and on behalf of

Name and address of the authorized Signatory

Signature

Date:

**OFFICE OF THE PANCHAYAT SAMITI, GUNUPUR, DISTRICT:RAYAGADA**

**Email: ori-gunpur@nic.in**

**QUOTATION CALL NOTICE**

Letter No. 1107 /Dev./PS-2023

Dated. **06.05.2023**

Sealed quotations are invited from the intending Registered Firms/ Authorized distributors/ Dealers/ Agency having valid PAN card and GSTN to submit the rate contract for “**Supply of Plastic Chairs with Cushion**” for meeting hall as per requirement for Panachayat Samiti, Gunupur, Rayagada.

Sl. No.	Particulars	Date & Time
1	Date & Time of Bid Availability in Website	06.05.2023 from 10.00 A.M
2	Date & Time for Submission of Bid	06.05.2023 from 10.00 AM to 23.05.2023 upto 12.30 P.M.
3	Date & Time for opening of Bid	23.05.2023 at 1.00P.M in the Office of Panchayat Samiti, Gunupur

The bid documents with all information relating to the details of binding process and Term & Conditions need be assessed from website i.e. <http://www.rayagada.nic.in> . The Block Development Officer, Gunupur reserves the right to reject or modify any terms & conditions of the quotations and may cancel the quotation at any stage without assigning any reason thereof.

  
**Block Development Officer  
Panchayat Samiti, Gunupur**