

DISTRICT WELFARE OFFICE, RAYAGADA

No. 4966/

Date: 01.11.25

QUOTATION CALL NOTICE

Supply of different items.

Sealed quotations are invited with following terms & conditions from interested Micro & Small Manufacturing Enterprises (MSMEs)/Start-ups located within the State of Odisha having valid Udyam Registration Number (URN) to supply of different exclusive list of items to the schools of Rayagada district. The quotation completed in all respect must be received by this office through Registered Post/ Speed Post to the Office of DWO, Rayagada on or before **27.11.2025 by 5.00 PM** and will be opened on **28.11.2025 at 11 AM** in presence of the bidder or their authorized representative who wish to be present. No other mode of submission of quotation is allowed. The application form of quotation/Quotation containing General bid information and Terms and conditions can be down loaded from District website www.rayagada.odisha.gov.in from **01.11.2025 to 27.11.2025**.

As per 01/11/25
District Welfare Officer
Rayagada

Memo No: 4967

Date: 01.11.25

Copy to PA to Collector for kind information of Esteemed Collector, Rayagada.

As per 01/11/25
District Welfare Officer
Rayagada

Memo No: 4968

Date: 01.11.25

Copy to CDO-cum-EO, Zilla Parishad / Sub-Collector, Rayagada & Gunupur/ DEO, Rayagada/ All BDOs / All WEO s/ All Tahasildars of Rayagada district for information and wide publicity in their Notice Board.

As per 01/11/25
District Welfare Officer
Rayagada

Memo No: 4969

Date: 01.11.25

Copy to District Informatics Officer, NIC / DeGM, Rayagada for information and necessary action with a request to publish the Quotation call notice in district website.

As per 01/11/25
District Welfare Officer
Rayagada

SCOPE & SPECIFICATION OF WORK

SCOPE:

District Welfare Officer (DWO), Rayagada invites Sealed Quotation in two-part bidding system i.e. Technical Bid & Financial Bid from interested Micro & Small Manufacturing Enterprises (MSMEs) located in Odisha (referred as Odisha Small Manufacturing Enterprises (OSMEs))/Start-up companies or business entities, registered with Start-Up Odisha (a Government of Odisha Company under MSME Department) located within the State of Odisha for supply of following exclusive items as per the specification.

Name of the Item with Specification & approximate requirement:

| Sl No. | Item | Specification | Quantity (Approximately) |
|--------|-----------------------------|--|--------------------------|
| 1 | Honda 10 kg | silver honda, Material- Silver, Finish- Polished, Size- 46 | 20 |
| 2 | Honda 15 kg | silver honda, Material- Silver, Finish- Polished, Size- 48 | 20 |
| 3 | Honda 30 kg | silver honda, Material- Silver, Finish- Polished, Size-56 | 20 |
| 4 | Honda 50 kg | silver honda, Material- Silver, Finish- Polished, Size- 60 | 20 |
| 5 | Rice Stainer | SS material, Height-30inch, Width-42 Inch, | 20 |
| 6 | Pitha Patia | Item- Iron,Material- Iron,Finish- Polished,Size- 42 Inch. | 20 |
| 7 | Jally Chatu | Item- Iron rice Jhali , Material- Iron, Size- 42 Inch. | 20 |
| 8 | Tray Stand | Stainless steel ,100 tray capacity(preferably 50/2) | 20 |
| 9 | Steel Bucket | Stainless Steel domestic bucket, Material- stainless Steel, Finish-polished, Capacity- 12 Litter | 200 |
| 10 | Kodei (20kg vegetable) FRY | Iron Kodei, Material- Iron, Finish- Polished, Size- 28 " | 20 |
| 11 | Steel Tray | Dimension of Tray is 14.5" X 11.5 " and thickness-30mm,average weight of the tray is 500 gm (Rectangular in shape) with five partitions and compartment tray is made from superior quality of steel sheets and it is durable and compliant with food safety and hygienic standard. | 2300 |
| 12 | Steel Glass | Item- Stainless Steel domestic drinking glass, material- Stainless Steel, Shape- round from top, Finish- Polished, Capacity- 200ml, Height-120mm +/- 5mm, Outer Dia - 70mm+/- 10mm. | 2300 |
| 13 | Pressure Cooker (22 litter) | Capacity of Pressure Cooker is 22 litter. The Cooker is made from superior quality of Aluminium and has strong body with unbreakable stay-cool handles with double safety valves.(Prestige/Hawkins/Bajaj or equivalent) | 20 |
| 14 | Steel Tasala | Item- Stainless Steel Basin, Material- Stainless Steel, Shape of Bowl-round from top, finish- Polished, Capacity- 5 Litter. | 100 |
| 15 | DUSTBIN(120 Litter) | Plastic Garbage Open-Top Waste Bin 120 L, Material: HDPE ,Colour : Colour : Green | 40 |

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GENERAL TERMS & CONDITIONS:

1. The bidder must have a valid Udyam Registration Number (URN) and must submit an undertaking in shape of affidavit in the format given in Annexure-B.
2. The proposal must also be accompanied by “**Bid Security Declaration**” (Annexure-D) in accordance with the FDOM Nos. 8943/F/ dated 18.03.2021 read with 8484/F/ dated 05.04.2022 and Clause No. 212 (v) of OGFR-2023 (updated up to 04.06.25).
3. The original and all copies of the Technical Bid shall be placed in a sealed envelope clearly marked “**TECHNICAL BID**”. Similarly, the original Financial Bid shall be placed in a separate sealed envelope clearly marked “**FINANCIAL BID**” The envelopes containing the Technical and Financial Bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked “**QUOTATION FOR SUPPLY OF DIFFERENT EXCLUSIVE ITEMS**”. DWO Rayagada will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Bid’s/ Bid’s rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Bid non-responsive/ invalid.
4. The bidder must submit the production certificate of the items in which he/she will participate and the production certificate shall be obtained/certified from the GM, DIC of the concerned district where his/her manufacturing unit is established.
5. Single Bid: A firm should submit only one Bid for a particular item. However, a firm can submit bid for different items, in that case the firm should submit separate bid along with **Bid Security Declaration**. If a firm submits or participates in more than one Bid in respect of a particular item, all such Bids shall be disqualified.
6. The successful bidder will have to deposit a performance security amount of “2.5% of the purchase value” in shape of Demand Draft drawn / TDR/Bank Guarantee in favour “**DWO, Rayagada**” from any Scheduled Commercial Bank and should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty. The performance security will be refunded without interest after completion of the work or as per the guidelines of Finance Department, Govt. of Odisha or MSME Department, Odisha from time to time.
7. All bidders must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial Bid.
8. Each page, Form, Annexure and Appendices of the Technical and Financial Bid must be signed by the Authorised signatory of the firm.
9. All blank spaces in the financial Bid must be filled in completely where indicated, either typed or written in blue/black ink.

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10. The quotation completed in all respect must be received by this office through Registered Post/ Speed Post to the Office of DWO, Rayagada on or before **27.11.2025 by 5.00 PM**. Any Quotation Paper received after due date will be out rightly rejected. DWO Rayagada will not be responsible for any postal delay or misplacement of the document.
11. DWO Rayagada reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.
12. The Bids shall be opened on **28.11.2025 at 11 AM** at the **Collectorate, Rayagada** in the presence of the Bidder/representatives of the Bidder, who wish to be present on the spot at that time.
13. If for any reason the Last date of receipt of Bid remains holiday/office is closed for any unavoidable reasons, the next working day shall be treated as last date of receipt of Bid up to same hours of original last date of receipt. In that case the date of opening shall automatically be shifted to the next day of the last date of opening.
14. The Bids have to be submitted in two parts, as given below.
 - a) **Technical Bid** will consist:
 - i. Form for Technical Bid (Details of the Firm) (Annexure-A to Annexure-D)
 - b) **Financial Bid** will consist Form for Financial Bid (Annexure-E)

PRICE:

- Unit Price shall be inclusive of all Taxes, duties and Charges (i.e. including GST, transportation and any other taxes/charges) for delivery & installation at the SSD schools of Rayagada district. (The list of schools is annexed at **Annexure-F**).
- The price quoted by the Firm / Firms & Suppliers/OEMs shall be firm and no variation shall be accepted.
- Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

DELIVERY:

- The materials shall be delivered within 07 days from the date of awarding the Work Order. The delivery shall be made to different SSD schools of Rayagada district as annexed at **Annexure-F**.
- The materials shall be delivered by the Bidder as per the specification mentioned above and also in good condition to the Consignee along with Challan in duplicate and Bills in triplicate.

VERIFICATION:

- The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned firm has to take back the rejected materials within seven (07) days from the date of rejection at his own expenses failing which the DWO will not held responsible for any loss of materials. In case such materials are accepted with penalty as may be decided by the DWO. The firm is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of the DWO, Rayagada.

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- Firm shall provide warranty for the items supplied for a period of twelve months from date of supply/as mentioned in the specification whichever is higher. If any item found to be defective during the warranty period, the same shall be replaced with free of cost.

PAYMENT:

- The DWO, Rayagada shall be the Paying Officer
- The payment shall be made after successful delivery o& installation of items as per the specification through RTGS/NEFT after submission of the bills and vouchers and delivery report from concerned Block / School officials.
- The DWO, Rayagada shall make the payment with due certification on Stock Procedure.
- However, **Statutory deduction** shall be deducted by the D.D.O, as per rate applicable, from the Bill of the Firm.

PENALTY:

- In case of delay in delivery of materials and remaining undelivered within the stipulated time, delivery penalty @ ½% of the contract of the undelivered materials for each calendar week or a part of delay subject to maximum of 5% of such portion of the contract which remain undelivered shall be recovered. The date of receipt of materials in Head Quarters Office will be treated as date of supply.

OUTRIGHT REJECTION:

- Non-compliance / submission of documents indicated at Clause – 3 of General Instruction to Bidder are liable for outright rejection of the Firm / Supplier.
- Conditional Bid of any Firm / Supplier shall be liable for outright rejection.

PERIOD OF VALIDITY:

- The Quotation shall be valid for a minimum period of six (06) months from the date of Opening of the Quotation.

DISCRETION POWER:

The DWO reserves the right:

- To reject all the Bids of the Firms / Suppliers without assigning any reasons thereof;
- To increase or to decrease the quantities of materials or to split up the quantities of the materials covered under the Quotation without assigning any reasons thereof;
- To cancel the Work Order in the event of unsatisfactory supply/ delay in supply of materials or non-observance of relevant clauses of the work orders.
- To relax or withdraw any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage

LEGAL JURISDICTION:

- Any dispute arises out of Work Order, shall be under the jurisdiction of the Civil Court, Rayagada

Asst DWO 01/11/25
**District Welfare Officer,
Rayagada**

DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

1. Filled Application Form-Technical Bid (Annexure- A& C)
2. Bid Security Declaration.
3. Bidder's Affidavit who fall under the definition of OSMEs shall be submitted on the non-judicial stamp paper of appropriate value from the Notary.
4. Copy of PAN/GIR.
5. Copy of UDYAM Registration Number (URN)
6. Copy of Goods and Services Tax Identification Number (GSTIN).
7. Copy of up to date GST return certificate.
8. Copy of Production Certificates certified by GM, DIC of concerned district.
9. Photocopies of the quoted items.

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APPLICATION FORMAT

TECHNICAL BID

For Supply of different exclusive list of items _____

QUOTATIONNOTICENO. _____ Dated _____

1. Name of the Firm / Supply Agency : _____
2. Full Office Address of the MSMEs/Start-ups/OSMEs: _____

 Contact No. _____
 E-MailAddress: _____
3. PAN / GIR No. : _____
 (Attach self-attested copy)
4. GSTINNo. : _____
 (Attach self-attested copy)
5. Up to date GST return certificate : _____
 (Attach self-attested copy)
6. UDYAM Registration No. : _____
 (Attach self-attested copy)
7. Bidder's Affidavit who fall under the definition of OSMEs shall be submitted on the non-judicial Stamp Paper of appropriate value from the Notary: _____
8. Bid Security Declaration : _____
9. Copy of Production Certificates certified by GM, DICof concerned district (Attach self-attested copy)
 : _____
10. Photocopies of the quoted items: _____

Declaration

This is to declare that the above information is true to the best of my knowledge & belief.

Date:**Place:**

**Signature of the Bidder
(With Seal)**

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Odisha Procurement Preference Policy for Micro and Small Manufacturing Enterprises'2023
[See para 1 (B)]

BIDDER'S AFFIDAVIT

(Applicable to Bidders who fall under the definition of Odisha Small Manufacturing Enterprises)

I, Shri/Smt/Ms..... (Designation) of (name of the Bidder Enterprise) solemnly state the following).

1. That annual turn-over of my enterprise is less than Rs. 50 Cr.
2. That my enterprise has a valid Udyam Registration bearing No. _____ within the jurisdiction of the State of Odisha.
3. That manufacturing plant/unit of my enterprise is located in Odisha in Village/Town/City _____, Block/ULB _____ Dist. _____.
4. That the goods for which I am submitting this bid are manufactured in the above-mentioned manufacturing plant/unit of my enterprise.
5. That the goods to be supplied by my enterprise shall be its own manufactured goods.
6. That my enterprise shall not supply goods which are not manufactured by my enterprise.
7. That my enterprise has not been blacklisted/debarred by any Government Organization from participating in current procurement process.
8. That my enterprise comes under the definition of Odisha Small Manufacturing Enterprise (OSME), as defined in the Policy, and is, therefore, eligible for preferences and relaxations provided in the Policy for OSMES,
9. That I am submitting this affidavit in response to the tender No..... dated..... invited by District Welfare Officer, Rayagada for supply of (item name)

I certify that all information furnished by me as above are true and correct. If any information is found to be incorrect, I and my enterprise shall be liable for any punitive action as deemed appropriate by competent authority.

Date: _____

Signature of the Bidder

Name of the Bidder _____

Address _____

Mob No. _____

E-Mail _____

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Production Capacity of Exclusive Items

| Sl. No. | Name of the Exclusive Item | Specification | Production capacity per month (in qty./as applicable) |
|----------------|-----------------------------------|----------------------|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| | | | |

Furnish the copy of documentary evidence in support of the information provided above.
 Furnish copy of production certificate from GM, DIC of concerned district.
 (If the sheet is insufficient, please attach separate sheet)

Signature:
Name and Designation and office Seal

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FORM OF BID SECURITY DECLARATION

Name of the work:-

Date:-

Bid Identification No-

To

The District Welfare Officer,
Rayagada

We, the undersigned declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.
2. We accept that the Authority/ Employer/ Quotation inviting Authority shall cancel our empanelment and/or suspend/ prohibit/ debar/ blacklist/ from participating in bidding in any contract of the state for a minimum period of 02 years, if we are in breach of our obligation(s) under the bid conditions because we:
 - a) Have withdrawn out Bid prior to the expiry date of the bid validity specified in the letter of Bid or any extended date provided by us; or
 - b) Having been notified of the acceptance of our Bid by the employer prior to the expiry date the Bid validity in the letter of Bid or any extended date provided by us.
 - c) Failure of use to furnish the performance Security and Additional Performance Security, if required in accordance ITB/ Terms of the Bid Document, or
 - d) Fail to agree to the decisions of the contract negotiation meeting, or
 - e) Failure/ refuse to execute the contract.
3. We understand this Bid Security Declaration shall expire, if we are not the successful Bidder, upon the earlier of your notification of the name of the successful Bidder through award of contract; or after the expiry date of the Bid validity.

Name of the Bidder

Name of the person duly authorized to sign the Bid on behalf of the Bidder

Title of the person signing the Bid

Signature of the person named above

**Date signed day of Person signing the Bid shall have the power of attorney given by the Bidder to the Bid.

**Authorized Signatory
Name & Designation of Signatory
Name of the Firm**

As per

SELECTION PROCESS OF BIDDER:

A Tender Committee, chaired by the Collector Rayagada has been constituted for the selection of Authorised dealers. The committee will adopt a two stage process for selection of Authorised dealers. In the 1st stage the Technical Bids will be scrutinized and the eligible firms will be shortlisted for the 2nd stage. The Financial Bids of the shortlisted firms will be opened by the Tender Committee and the firm having lowest quotation in Financial Bid (L-1) will be selected. The Quotations would be evaluated individually. In case of more than one lowest bidder for an item, lowest bidder shall be decided by draw of lots.

However, as requirement of items are large in quantity, more than one firm can be ordered for supply of items in the L-1 rate & the distribution of items among the firms will depend upon the decision of tender-cum-selection committee or as per the guidelines envisaged in latest Odisha Procurement Preference Policy for MSMEs-2023) & OGFR-2023 (updated up to 04.06.25).

On completion of selection process, the firm selected shall be awarded the contract for supply of different items at *Annexure-F* by issuing the Letter of Award (LOA) by DWO, Rayagada. The firm should furnish a letter of acceptance to the DWO, Rayagada within 3 days of the issuance of LOA. In absence, the contract will be cancelled and the contract will be awarded to the L-2 with the price of L-1 or as per the decision of the tender committee.

(In case the bidding firm is found not suitable for supply of items on any reasonable ground, DWO, Rayagada reserves the right to reject such proposal without giving any clarification. Any dispute to the effect will be settled within Rayagada jurisdiction only.)

Asst. Secy
01/11/23
District Welfare Officer
Rayagada

Annexure-F

| SL No. | School Name |
|--------|---|
| 1 | Govt. (SSD) Girls High School, Pagadabili |
| 2 | Govt. (SSD) High School, Bharsing |
| 3 | Govt. (SSD) Girls High School, Gunupur |
| 4 | Netaji High School, Gunupur |
| 5 | Govt. High School, Ghanantri |
| 6 | BrundabanVidhyapitha, Patraguda |
| 7 | Upgraded High School,Dimiriguda |
| 8 | Govt UGME School,Kurli |
| 9 | UGHS Parichaguda |
| 10 | Nodal HSBissamcuttack |
| 11 | UGHS Nirgundi |
| 12 | ManikeswariBidyapitha,Kutragada |
| 13 | Govt ITI Gajabahal |
| 14 | Govt. High School, Kujendri |
| 15 | Droupadi Higher Secondary Girls School, Gumuda |
| 16 | R G College , Padmapur (Girls College) |

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