

# DISTRICT WELFARE OFFICE, RAYAGADA

No. 753 /

Date: 10.02.2026

## QUOTATION CALL NOTICE

### SUPPLY OF UTENSILS & KITCHEN EQUIPMENT.

Sealed quotations are invited with following terms & conditions from interested reputed Suppliers/Dealer and Original Equipment Manufacturers (OEMs) for supplying of different items (Honda, Rice Stainer, Pitha Patia, Jally Chatu, Tray Stand, Steel Bucket, kodei, Serving Tray, Steel glass, pressure cooker, steel basin,) at **SSD School hostels in Rayagada District**. The quotation completed in all respect must be received by this office through only by Registered Post/ Speed Post to the Office of DWO, Rayagada on or before **23/02/2026 by 5.00 PM** and will be opened on **24.02.2026 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 downloaded from District website [www.rayagada.odisha.gov.in](http://www.rayagada.odisha.gov.in) from **10.02.2026 to 23.02.2026**.

*Asst Secy 10/2/26*  
District Welfare Officer  
Rayagada

Memo No: 754

Date: 10.02.2026

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

*Asst Secy 10/2/26*  
District Welfare Officer  
Rayagada

Memo No: 755

Date: 10.02.2026

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

*Asst Secy 10/2/26*  
District Welfare Officer  
Rayagada

Memo No: 756

Date: 10.02.2026

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.

*Asst Secy 10/2/26*  
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 interest authorised Firms/dealers/Suppliers and OEMs for supply & installation of following items as per the specification.

## ITEMS AND THEIR SPECIFICATIONS

Sl.No.	Name of Item	Description	Capacity	Rate to be specified per kg/Unit by tenderer
1	Aluminium Honda	Handle with Lid (Good quality) weight-Kg 30.00 or above	Cooking Capacity 50 kg Rice	Rate per Kg
2	Aluminium Honda	Handle with Lid (Good quality) weight-Kg 15.00 or above	Cooking Capacity 25 kg Rice	Rate per Kg
3	Aluminium Honda	Handle with Lid (Good quality) weight-Kg 10.00 or above	Cooking Capacity 15 kg Rice	Rate per Kg
4	Aluminium Honda	Handle with Lid (Good quality) weight-Kg 6.00 or above	Cooking Capacity 10 kg Rice	Rate per Kg
5	Steel Rice Stainer	Good Quality weight-5kg or above	Rice Capacity 25kg	Rate per unit
6	Steel Rice Stainer	Good Quality weight-3kg or above	Rice Capacity 13kg	Rate per unit
7	Steel Pita patia (Bigsize)	Good Quality (Piece)	Big Size	Rate per unit
8	Iron Jally Chatu (Bigsize)	Good Quality (Piece)	Big Size	Rate per unit
9	Steel Tray Stand	Good Quality (2 shelves)	Arranging capacity of 100 Nos. Of Trays	Rate per unit
10	Steel Bucket (Stainless)	Good Quality weight-kg 1.5 or above	12 litres	Rate per Kg
11	Iron Kadai	Handle with Aluminium Lid ( Good Quality) weight-kg 20 Or above	Cooking Capacity 25Kg	Rate per Kg
12	Iron Kadai	Handle with Aluminium Lid ( Good Quality) weight-kg 10 Or above	Cooking Capacity 15Kg	Rate per Kg
13	Steel Tray (Stainless)	Good Quality (Single size containing three container) Kg0.450 or above	Normal	Rate per unit
14	Steel Glass(Stainless)	Good Quality(piece)	200 ml	Rate per unit
15	Pressure Cooker	Hawkins Brand(1 unit)	22 Liters	Rate per unit
16	Pressure Cooker	Hawkins Brand(1 unit)	10 Liters	Rate per unit
17	Steel Basin	Good Quality(piece)	Rice Capacity 3kg	Rate per unit

*Asst DWO*  
 District Welfare Officer  
 Rayagada

## GENERAL TERMS & CONDITIONS:

1. The participated authorized dealers & suppliers / OEMs shall have to pay Rs. **5000/- (Rupees Five Thousand)** only towards the cost of the Quotation Paper **which is not refundable** in shape of Bank Draft / Demand Draft drawn on any scheduled commercial Bank in favour of the **District Welfare Officer, Rayagada** and payable at **Rayagada**.
2. The bidding firm also have to submit an **EMD** for an amount of **Rs.6,00,000/- ( Rupees Six Lakh )** only in shape of **DD/TDR** drawn in any scheduled commercial bank pledged in favour of "**District Welfare Officer, Rayagada**". The EMD amount of the unsuccessful dealers shall be refunded after finalization of the Quotation or after final execution of order as the case may be **without any interest**. However, in case of successful bidders, the EMD amount shall be refunded without interest after submission of performance security deposit.
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 UTENSILS & KITCHEN EQUIPMENT**". 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. 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. If a firm submits or participates in more than one Bid in respect of a particular item, all such Bids shall be disqualified.
5. The successful bidder will have to deposit a performance security amount of "5% of the contract value" in shape of Demand Draft drawn / TDR/Bank Guarantee in favour "**District Welfare Officer, Rayagada**" from any Scheduled Commercial Bank covering the period of contract.
6. All bidders must comply with the Technical Specification, General Conditions and Format/ Requirements for Technical and Financial Bid.
7. Each page, Form, Annexure and Appendices of the Technical and Financial Bid must be signed by the Authorised signatory of the firm.
8. All blank spaces in the financial Bid must be filled in completely where indicated, either typed or written in blue/black ink.
9. 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 **23.02.2026 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.
10. 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.**

11. The Bids shall be opened on **24.02.2026** at **11.00 AM** at **Collectorate, Rayagada** in the presence of the Bidder/representatives of the Bidder, who wish to be present on the spot at that time.
12. 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.
13. 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) (*Form -I*)
  - b) **Financial Bid** will consist Form for Financial Bid

**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 / Authorized Dealer/OEM.

**PENALTY:**

- In case of delay in delivery of materials and remaining undelivered within the stipulated time, delivery penalty @  $\frac{1}{2}\%$  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.

**Company & Financial Eligibility**

- Bidder Turnover: The Average Annual Turnover of the bidder must be at least Rs. 3 Crore during the last 03 Financial Years (FY 2022-23, 2023-24, 2024-25).
- OEM Turnover: The OEM of the offered utensils must have an Average Annual Turnover of at least Rs. 4 Crore for the same period.
- Required Documents: \* Valid Company Registration Certificate & Odisha GST Registration Certificate.
- Copy of PAN CARD and Latest GST Returns upto last month.



- Latest IT Returns for the last 03 Financial Years (FY 2022-23 to FY 2024-25).
- Audited Balance Sheet & Turnover Certificate certified by a Chartered Accountant (CA) with a valid UDIN number.

## **Manufacturer Authorization & Compliance**

- MAF: A Bid-specific Manufacturer Authorization Form (MAF) from the OEM must be provided on the OEM's letterhead.
- OEM Certifications: The OEM must possess the following valid certifications:
  - ISO 9001:2015 (Quality Management)
  - ISO 14001:2015 (Environmental Management)
  - Trademark Certificate of OEM.
- Technical Documents: The bidder must submit a detailed Data Sheet and Compliance Sheet on its letterhead for all products offered.

## **Legal & Business Registration**

- Odisha Presence: The Bidder must have a physical presence and active commercial activities in Odisha for at least 3 years (Documentary proof required).
- OEM Presence: The OEM must have a presence in India for at least 5 years.
- Statutory: Bidder must submit a Trade License/Factory License and UDYAM Registration.
- Affidavit: A notarized affidavit on Rs. 100/- Non-Judicial Stamp Paper confirming that the Bidder is not blacklisted by any Government Office/PSU/Autonomous Body.

## **Sample Submission & Evaluation**

- Post-Technical Evaluation: Bidders who qualify based on document evaluation may be required to submit physical samples of the offered items for quality inspection and approved by purchase committee before supply of items.

The supply order may be cancelled if the quality of items not up to the standard or do not meet the technical data sheet. In such case, The supply order will be given to L2 bidders subject to budget provision.

- Timeline: Samples must be submitted to the Office of the District Welfare Officer, Rayagada within 07 days of intimation.
- Criteria: Bids will be rejected if samples do not match the technical data sheet or meet the quality standards of the department.

## **Work Experience & Past Performance**

- The OEM or their authorized Reseller must have prior work experience of supplying similar products worth at least Rs. 25 Lakh or more to Government Departments or PSUs within the last 02 years (FY 2023-24 to 2024-25).
- Proof: Valid Work Orders or Completion Certificates.

7. Product Testing & Quality Standards. The offered products must comply with:

- IS 14766:2022 ( Stainless Steel Utensils )

- ISO 1660:2009 & CE Certificate.
- Heat and Non-Destructive Testing Certificate.

#### 8. Escalation & Service Support

- Office in Odisha: The Bidder must have a registered office in Odisha (Proof: Rent Agreement/Ownership).
- Matrix: A dedicated Escalation Matrix with phone numbers for service support must be provided by both the Bidder and OEM.

### Supply, Installation & Payment

- Timeline: Supply and installation must be completed within 30 days of the Work Order.
- Location: The details of locations will be provided during award of contract
- Costs: Bid price must be inclusive of transportation, labor, and all applicable levies.
- Quantity: Quantities are tentative and may increase/decrease based on fund availability.

#### 10. Warranty & Replacement

- Damage or loss during transit/installation must be replaced by the supplier within 15 days at no additional cost.

An undertaking must be provided in this regard on 100/- Non Judicial stamp paper.

#### 11. Rights of Tender Authority

- The Authority reserves the right to cancel/modify the tender or reject any/all bids without assigning any reason.
- Disqualification: If any document is found forged or non-compliant, the Bidder will be disqualified immediately without clarification.

### 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. Secy*  
10/2/26  
**District Welfare Officer,  
Rayagada**

## APPLICATION FORMAT TECHNICAL BID

For Supply & Installation of \_\_\_\_\_

QUOTATION CALL NOTICE NO. \_\_\_\_\_ Dated \_\_\_\_\_

1. Name of the Firm / Supply Agency :
2. Details of Cost of Quotation Paper : DD No. \_\_\_\_\_ date \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on  
Bank \_\_\_\_\_
3. Details of Earnest Money Deposit : DD No. \_\_\_\_\_ date \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on Bank  
\_\_\_\_\_
4. Full Office Address of the Firm / Supply Agency : \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
5. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)
6. GSTIN No. : \_\_\_\_\_  
(Attach attested copy)
7. (Up to date GST return certificate shall be attached)
8. Copy of authorized dealers certificate/Certificate of OEMs.
9. Photocopies of the quoted items must be attached with the technical bid.
10. Details of the three years' experience in supplying similar type of items in Govt. Department / PSU organizations in Form-II (if the space provided is insufficient, a separate sheet may be Attached) [Copy of the relevant Work Orders shall be attached]:

### 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)**

## **SELECTION PROCESS OF BIDDER:**

A Quotation-cum-Selection 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 1<sup>st</sup> stage the Technical Bids will be scrutinized and the eligible firms will be shortlisted for the 2<sup>nd</sup> stage. The Financial Bids of the shortlisted firms will be opened by the Quotation-cum-Selection 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 selected through a transparent system of lottery by draw of lots.

On completion of selection process, the firm selected shall be awarded the contract for supply of different items at SSD Hostels by issuing the Letter of Award (LOA) by DWO, Rayagada. The firm should furnish a letter of acceptance to the DWO, Rayagada within 2 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.

*Asst Secy*  
*10/2/26*  
District Welfare Officer  
Rayagada