

DISTRICT WELFARE OFFICE, RAYAGADA

No. 1689 /2026

Date: 18.03.2026

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, PithaPatia, JallyChatu, 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 30/03/2026 by 5.00 PM and will be opened on 31.03.2026 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 from 19.03.2026 to 30.03.2026.

Asst. Secy 18/3/26
District Welfare Officer
Rayagada

Memo No: 1690

Date: 18.03.2026

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

Asst. Secy 18/3/26
District Welfare Officer
Rayagada

Memo No: 1691

Date: 18.03.2026

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 18/3/26
District Welfare Officer
Rayagada

Memo No: 1691(1)

Date: 18.03.2026

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 18/3/26
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	Rate to be specified per Unit by tenderer
1	Aluminium Honda	Outer Dia - 37 inch, Height - 18.50 inch, Capacity - 275 LTRS, Minimum Weight - 31Kg (ISI MARK)	Rate per Unit
2	Aluminium Honda	Outer Dia - 33 inch, Height - 16.50 inch, Capacity - 191 LTRS, Minimum Weight - 23 Kg (ISI MARK)	Rate per Unit
3	Aluminium Honda	Outer Dia - 27inch, Height-13.50inch, Capacity- 200 LTRS, Minimum Weight- 16Kg (ISIMARK)	Rate per Unit
4	Aluminium Honda	Outer Dia - 22.5 inch, Height-11 inch, Capacity- 60 LTRS, Minimum Weight- 8Kg (ISIMARK)	Rate per Unit
5	Steel Rice Stainer	Good Quality weight-5kg or above	Rate per unit
6	Steel Rice Stainer	Good Quality weight-3kg or above	Rate per unit
7	Steel Pita patia (Bigsize)	Good Quality (Piece), Minimum Weight - 1.600 kg	Rate per unit
8	Iron JallyChatu(Bigsize)	Good Quality (Piece) , Minimum Weight - 2 Kg	Rate per unit
9	Steel Tray Stand	Good Quality(4 shelves) Stainless Steel - 304 Grade	Rate per unit
10	Steel Bucket (Stainless)	Good Quality , 12 Litres capacity, weight-kg 1 or above	Rate per Unit
11	Alluminium Kadai	Inner Dia - 36 Inch , weight-22 kg Or above (ISI Mark)	Rate per Unit
12	Alluminium Kadai	Inner Dia - 30 inch, weight-13 kg Or above (ISI Mark)	Rate per Unit
13	Steel Tray (Stainless)	Good Quality (Rectangular in Shape, with Five partitions and compartment) Average Weight 500gram	Rate per unit
14	Steel Glass(Stainless)	Good Quality(piece) 200 MI Capacity, Weight - 100gm Above	Rate per unit
15	Pressure Cooker	Branded item , Capacity - 22 Litres ISI MARK	Rate per unit
16	Pressure Cooker	Branded Item , Capacity - 10 Litres ISI MARK	Rate per unit
17	Steel Basin	Good Quality(piece) Rice Capacity - 3 Kg	Rate per unit

Asst. Secy
18/12/26
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. This Bid is reserved for Bidders from Odisha and OEM should have a Production unit in Odisha. Proof for the same to be shared as MSME certificate of Odisha address of the bidder and OEM should submit their Valid Production Certificate issued by Directorate of Industries, Odisha.
5. The bidder or their OEM must submit a valid GST Registration Certificate with a GST number registered in the state of Odisha. Additionally, the bidder must provide the latest GST 3B duly certified by a Chartered Accountant with a valid UDIN covering at least the last three months along with the bid.
6. The bidder or Original Equipment Manufacturer (OEM) must submit a copy of their PAN Card.
7. The bidder must submit a bid-specific Manufacturer Authorization Form (MAF) from the Original Equipment Manufacturer (OEM) including the complete address and contact details of the OEM .
8. The bidder or authorized distributors of the Original Equipment Manufacturer (OEM) must have an average annual turnover of Rs. 4 crore or more in the last three financial years, i.e., 2022- 23, 2023-24 and 2024-25. Copies of supporting documents such as Turnover Statement/Certificate & Audit Report, duly certified by a Chartered Accountant with a valid UDIN, must be submitted along with bid documents.



9. The bidder must submit the Income Tax Clearance Certificate and Financial Reports, including the certified Profit & Loss statement and Balance Sheet, for the last three financial years (2022-23, 2023-24 and 2024-25). Copies of supporting documents such as the Audit Report, duly certified by a Chartered Accountant with a valid UDIN, must be submitted along with bid documents.
10. The Bidders must Submit have prior work experience of supplying Same or similar products worth at least Rs. 2 Crore or more to Government Departments or PSUs within the last 03 years.
11. The bidder must submit an affidavit on non-judicial stamp paper of Rs. 100/- declaring that their firm has not been blacklisted by any PSU, State Government, Central Government, or Railway Department. Failure to submit this affidavit will result in the bid being summarily rejected.
12. The Bidder must submit following certificates of OEM for Utainsil along with the bid, ISO9001:2015, DIC production capacity certificate, BIS CERTIFICATE, Trade Mark Certificate.
13. The bidder must submit samples before opening of the Tender, without sample will be rejected.
14. The quoted price should include all applicable taxes and charges including delivery, installation and any other charges. The delivery & installation School /hostel in Rayagada District .
15. Rate approved will be valid for 12 months from the date of Purchase order to supply more quantities if required.
16. 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.
17. 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.

Asst. Secy
18/3/26
**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 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 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.

ASU
18/3/26
District Welfare Officer
Rayagada