

**ORMAS**

**Odisha Rural Development & Marketing Society, Gajapati**  
**Panchayati Raj & DW Department, Govt. of Odisha**  
O/o DRDA, Campus, Paralakhemundi, Dist-Gajapati, Odisha-761200  
Ph: 06815 – 223596 email: [dsmsgajapati@gmail.com](mailto:dsmsgajapati@gmail.com)



No: 169

Date: 24/7/18

**Quotation Call Notice**

Sealed quotations are invited from intending reputed distributors/dealers/firms/agencies for providing, **Furniture's for office** having up to date GST registration number with clearance certificate as per the specification given below for official use of Odisha Rural Development & Marketing Society/Odisha Livelihoods Mission, Gajapati . Quotations with all respect should reach the undersigned on or before **08.08.2018 by 1.00 P.M.**

The undersigned reserves the right to accept or reject any Quotation without assigning any reason thereof.

**1. Name of the Items:-**

Sl No	Brief Description of the items	Specification	No of items required	Make	Place of delivery
1	Office Table	5ftx3ft	2	Godrej/Any other Company	ORMAS/OLM, DRDA, Gajapati
2	Office Chair	Office Chair with armrest, High Back	1	Godrej/Any other Company	ORMAS/OLM, DRDA, Gajapati
3	Office Table	4ftx2.5ft	1	Godrej/Any other Company	ORMAS/OLM, DRDA, Gajapati
4	Executive Chair	Revolving	1	Godrej/Any other Company	ORMAS/OLM, DRDA, Gajapati
5	Executive Chair	Normal	1	Godrej/Any other Company	ORMAS/OLM, DRDA, Gajapati

**2. Bid Price**

- The transportation & installation charges are also to be included in the Bid price.
- All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract up to six months and shall not be subject to adjustment on any account.
- The prices should be quoted in Indian Rupees only.

**Eligibility criteria of the Bidder:**

The bidder shall furnish the following documents to establish the bidder's eligibility.

- a) Attested photocopies of PAN Number
- q) VAT/GST Registration Certificate and up-to-date VAT/GST clearance Certificate.
- r) Price Bid in the prescribed format duly signed and sealed in each page.
- s) Bid Security as specified in the Quotation document.
- t) Bidder shall submit only one Quotation at a time.

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3.1 Quotation received late and incomplete will not be considered .The bidder should sign and stamp each page of the Quotation document.

#### 4. Bid Security

The bidder shall furnish bid security of Rs. 5000/- (Five Thousand) only in the shape of account payee Demand Draft in favour of the chief Executive, DSMS, Gajapati ,Payable at ,Paralakhemundi ,Gajapati .Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or(ii) fails to perform the contractual obligations as per the purchase order. The EMD of the unsuccessful bidder will be returned after finalisation of the Quotation.

#### 5. Validity Quotations

Quotation shall remain valid for a period not more than Six Months after the deadline date specified in the Quotation document.

#### 6. Evaluation of Quotations

The Purchases will evaluate and compare the Quotation determined to be substantially responsive i.e which

- m) Are properly signed & sealed.
- n) Confirm to the terms and conditions, and specifications.
- o) Submitted as per the prescribed format
- p) The Quotation would be evaluated for each item separately.

#### 7. Award of contract

8.1 The Purchase Order will be placed to the selected bidder (s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

8.2 Purchase Order will be placed to the supplier from time to time as per the requirement of ORMAS/OLM Gajapati

8.3 The bids are liable to be rejected if any of the above conditions are not complied with proper required documents.



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9. Payment shall be made after delivery of the goods through NEFT /RTGS after submission of the bills and vouchers.
10. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
11. Any legal dispute arising out of this is subject to concern district jurisdiction only.
12. Notwithstanding the above, the ORMAS/OLM Gajapati reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all bids at any time prior to issue of contract letter. The bidders may be present in person or through one of their representatives (s) during the opening of Quotations as per the date and time fixed by the undersigned.
- 13.. The 1<sup>st</sup> Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification, quality & requirement of ORMAS/OLM Gajapati.
14. Interested supplier may submit the sealed Quotations in the prescribed format mentioning **“Quotation for “Electrical & electronics items for office”** on cover of the envelop to the Assistant Director ORMAS, Gajapati by **1.00 P.M on dtd.08.08.2018** through registered post/courier/Speed post & the Quotation will be opened on the same day **i.e 08.08.2018 at 4.00 P.M** in the presence of the bidder / their authorized persons.

  
Project Director  
DRDA, Gajapati