

OFFICE OF THE TAHASILDAR, KOMNA, DIST:NUAPADA

No.4235 Date. 18.12.21.

TENDER CALL NOTICE FOR SUPPLY OF OFFICE FURNITURE

Sealed Tenders are invited from the intending Registered firms/Supplying agencies for supply of office furnitures (Chair,Table,Almirah) required by Revenue Inspectors of this Tahasil.

The Tender paper containing detail terms and conditions,EMD and other statutory requirements etc.can be downloaded from the district website [www.Nuapada.nin.in](http://www.Nuapada.nin.in). The cost of tender paper is Rs 200/- (Rupees Two hundred) only which is non-refundable.Tender paper completed in all respect alongwith all required documents should reach in sealed cover to the undersigned on or before 05.01.2022 upto 1.30 PM by registered/Speed post only.The tender shall be opened on the same day at 3.00 PM by the undersigned in presence of the other members of Tender Committee and Tenderers or their authorized representatives.The tenders received beyond the scheduled date and time shall not be taken into consideration.

The authority reserves the right to reject any or all the tenders without assigning any reasons thereof and shall bear no liability what so ever consequent upon such decision.

  
Tahasildar, Komna

Memo No 4236 /Date 18.12.21.

Copy forwarded to the D.I.O.NIC,Nuapada for information with a request to publish the Tender Call Notice in official website of NIC,Nuapada for wide publicity.

  
Tahasildar, Komna

Memo No 4237 /Date 18.12.21

Copy forwarded to the Sub-Collector,Nuapada/GM,DIC,Nuapada/DIPRO,Nuapada for information & necessary action with a request to display the Tender Call Notice in the Notice Board of their respective offices.

  
Tahasildar, Komna

Memo No 4238 /Date 18.12.21.

Copy forwarded to the Advertisement Manager,I & P.R.Department,Odisha, Bhubaneswar for information and necessary action.He is requested to publish the Tender Call Notice in two Odia News papers for wide publicity.

  
Tahasildar, Komna

Terms and Conditions of Tender Call Notice for supply of Office furnitures (Chair,Table,Almirah) required by Revenue Inspectors of Komna Tahasil

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1. Sealed tenders are invited from the intending Registered Firms/ Supplying agencies for supply of Office furnitures (Chair,Table,Almirah) required by Revenue Inspectors of this Tahasil The tender paper containing details terms and conditions, EMD statutory requirement, etc. can be downloaded from the district website [www.Nuapada.nic.in](http://www.Nuapada.nic.in). The tender paper cost of Rs.200/- ( Rupees Two hundred) only is non-refundable.
2. Tender paper complete in all respect along with all required documents should reach in sealed cover to the Tahasil Office,Komna on or before 05.01.2022 up to 1.30 P.M by Registered/ Speed post only.
3. The tender will be opened on 05.01.2022 at 3.30 P.M by the Tahasildar,Komna in presence of the members of tender committee and tenderers or their authorized representatives. The tender received beyond the scheduled date and time shall not be taken in to consideration.
4. The details terms and conditions associated with the assignments of tender is mentioned at Annexure-A.
5. The tender will be in two parts i.e. Technical Bid (Part-I) and Financial Bid (Part-II). The bidders should submit their Technical bid and Financial Bid separately in two envelopes and put into another large cover superscribed as "Tender for Supply of different type of Office furnitures (Chair,Table,Almirah) ." Bidders who qualify Technical bid will be eligible to participate in Financial Bid.
6. The Successful bidder will deliver the materials to the Office of the Tahasildar,Komna as per requirement within 15 days from the date of receipt of Purchase order.



Tahasildar,Komna

ANNEXURE-A

Sl. No.	Terms and Conditions	Documents to be submitted
1	The intending Registered Firms/ Supplying agencies should be a bonafied registered body having valid registration No of either GSTIN or DIC.	Attested photo copy of the registration certificate.
2	The organization should be a valid and filed upto date return of last six months.	Attested photo copy of PAN Card and G.STIN and return copy.
3	It should not be a black listed organization by any Government organization	Declaration by the bidder.
4	Rates should be quoted inclusive of all taxes, other charges and transportation charges etc.	To be Furnished in Financial Bid (Tender Form-2)
5	The authority has no liability regarding transportation, loading and unloading of materials indent for supply to the designated place in good condition. The defective or damaged materials if, any will be replaced by the organization.	Declaration by the bidder.
6	The tender must be accompanied with Bank Draft of Rs.200.00 in favour of Tahasildar, Komna payable at AXIS Bank Nuapada towards cost of tender paper.	Draft to be enclosed
7	The tender must be accompanied with Earnest Money Deposit of Rs.10,000/- (Rupees Two Hundred) only in shape of Demand Draft pledged in favour of DSSO, Nuapada. Tenders without EMD will be liable for rejection. The EMD of unsuccessful bidder will be returned without interest on finalization of bid. EMD of successful bidder will turn in to security deposit.	Draft to be enclosed
8	Conditional tenders are liable to be rejected. The tender, which is not as per specification will not be considered.	
9	The successful bidder will have to supply the furniture within 15 days from date of receipt of the supply order failing which supply order will be cancelled and security deposited by the tenderer shall be forfeited.	Declaration by the bidder

10	The Authority will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of VAT bill in that regard.	
11	Under no circumstance the successful tenderer shall not appoint any sub-contractor or sub-lease the contract. If it is found that the successful tenderer has violated these conditions the contract will be terminated forth with without any notice and security deposited by the tenderer shall be forfeited.	
12	The rate quoted against this tender shall remain valid up to 12 months after publication of approved rate. No request to increase in rates will be allowed or entertained during this period.	
13	Part quotation of specified quantity of an item will be rejected.	
14	The Authority reserves the right to reject any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.	
15	On the day of opening of Tender the tenderer will have to produce the sample of items before the committee.	
16	Quality of the product will be given due importance. The decision of the Committee on the evaluation of the material is final.	

  
Tahasildar, Komna

## TENDER FORM

Part -I

(Technical Bid)

1.	Name of the Firms/Supplying Agency (In Capital Letters)	
2.	Address of the Organization	
3.	Name of the authorized signatory. (in block letters)	
4.	Specimen signature of authorized signatory.	
5.	Telephone number of authorized signatory/organization	
6.	Registration No. (Attach attested copy of registration certificate issued from DIC)	
7.	PAN No. with a copy	
8.	GSTIN No. with a copy	
9.	Bank Draft of Rs.200/- (Rupees One Thousand) only payable at DSSO, Nuapada towards cost of tender paper submitted or not.	
10.	Bank Draft of Rs.10,000/- (Rupees Two Thousand) only pledged in favour of DSSO, Nuapada towards Ernest Money Deposit (EMD).	
11.	Declaration that the Tenderer agrees to abide by all terms and conditions of tender.	
12.	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	

## DECLARATION

I/We hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the Tenderer shall be blacklisted and appropriate action will be taken.

Place  
Date

(Signature and seal of the Tenderer)

**Tender Form**

**Part-II**

**(Financial Bid)**

<b>Sl.No.</b>	<b>Item</b>	<b>Specification</b>	<b>Quotated Rate per piece inclusive of all taxes, transportation and any other charges.</b>
<b>1</b>	<b>Foamed cushioned stainless steel chair with hands</b>	<b>Not movable Standard Size</b>	
<b>2</b>	<b>Iron Table with onese drawers</b>	<b>Size 5' X 3'</b>	
<b>3</b>	<b>Steel Almirah with one locker</b>	<b>Size 6' X3' X 2'</b>	

(Signature & Seal of the Tenderer)

Place :

Date :