

**DISTRICT RURAL DEVELOPMENT AGENCY, NUAPADA**

**NOTICE NO. 2345 /DPRC/DATE: 13.09.2019**

DRDA Nuapada invites “**Tender for Supply of Office Equipments**” as per specifications from only Odisha registered and based manufacturer/ company/ firms/ agencies/ dealers having valid license/ authorization for supply and installation at District Panchayat Resource Center, Nuapada, through two bid system.

Detailed Tender documents comprising Background, scope of work, Indicative list of office equipment, Technical evaluation criteria, Financial Bid evaluation and annexure for submitting the tender can be downloaded from district website [www.nuapada.nic.in](http://www.nuapada.nic.in) during the notice period.

1. Tender Paper can be purchased from the DRDA Nuapada office on any working day from 11.00 AM to 5.00 PM or downloaded from district website during the notice period; 2. The last date for purchase/download of Tender Paper is 30.09.2019 1.00 PM; 3. Last date for submission of Tender documents: 01.10.2019, 5.00 PM through Regd. Post/Speed post only; 4. Technical Bid will be opened on: 03.10.2019, 11.00 AM; 5. Financial Bid will be opened on: 03.10.2019, 3.00 PM; 6. The cost of Tender Paper is Rs.5,000.00 (non-refundable) will only be received in shape of Demand Draft only drawn in favour of “Project Director, DRDA Nuapada” payable at Nuapada; 7. EMD for Rs.50,000.00 must be submitted in shape of 01 year TDR drawn in any commercial bank pledged in favour of “Project Director, DRDA Nuapada”.

**The authority reserves the right to reject any or all Tender without assigning any reasons thereof.**

  
13/9/19  
Project Director  
DRDA, Nuapada

**Memo No. 2346 / Date: 13.09.2019**

Copy to the Advertising Manager, The Sambada, The Pragatibadi & The Indian Express with a request to publish the advertisement for one day issue under size 8” X 6”, as per I&PR rate. The copies of the advertisement may be sent to this office immediately after publish, for reference and payment.

  
13/9/19  
Project Director  
DRDA, Nuapada

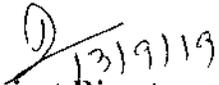
**Memo No. 2347 / Date: 13.09.2019**

Copy along with soft copy to the DIO, NIC, Nuapada with a request to display the notice in the website till 30.09.2019 1.00 PM.

  
13/9/19  
Project Director  
DRDA, Nuapada

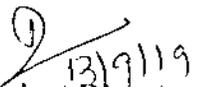
**Memo No. 2348 / Date: 13.09.2019**

Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/ DRDA/Sub-Collector Office/ All Block Offices/ All Tahasil Offices for wide circulation.

  
**Project Director**  
**DRDA, Nuapada**  
**DRDA, Nuapada**

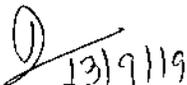
**Memo No. 2349 / Date: 13.09.2019**

Copy submitted to Collector & District Magistrate Nuapada/ President Zilla Parishad Nuapada, for kind information.

  
**Project Director**  
**DRDA, Nuapada**  
**DRDA, Nuapada**

**Memo No. 2350 / Date: 13.09.2019**

Copy submitted to Director SIRD & PR, Bhubaneswar for kind information.

  
**Project Director**  
**DRDA, Nuapada**  
**DRDA, Nuapada**

# DISTRICT RURAL DEVELOPMENT AGENCY, NUAPADA

## TENDER NOTICE FOR PROCUREMENT OF OFFICE EQUIPMENTS

[For Supply of Office Furniture & fixtures, Electronics & Electrical & Miscellaneous items to District Panchayat Resource Center, Nuapada by Odisha State based and registered Manufacturer/ Company/ Authorized firm/ dealers/ suppliers]

- (a) Period of issue of Tender Document : From date of Publication to 30.09.2019 up to 1.00 PM
- (b) Last date and time for submission of Bids : 01.10.2019 up to 5.00 PM
- (c) Date and time for opening of Technical Bids : 03.10.2019 at 11.00 A.M.
- (d) Date and time for opening of Financial Bids : 03.10.2019 at 03.00 P.M.
- (e) Cost of the Tender Paper : Rs. 5,000/- to be deposited in shape of Demand Draft drawn from any commercial Bank in favour of the Project Director, DRDA, Nuapada and payable at Nuapada (**Non-refundable**)
- (f) Earnest Money (EMD) amount : Rs.50, 000/- (Rupees Fifty thousand) only in shape of a 01 Year TDR drawn in any commercial bank pledged in favour of "Project Director, DRDA Nuapada"
- (g) Purchase of Tender Document : Can be purchased from the DRDA Nuapada office or downloaded from the district website of Nuapada district i.e., [www.nuapada.nic.in](http://www.nuapada.nic.in)

Interested bidders may submit their sealed tender documents in the prescribed format mentioning "Tender for Supply of Office Furniture & fixtures, Electronics & Electrical & Miscellaneous Items" on the cover of the envelope to the District Rural Development Agency, Nuapada. Bidders are required to submit Technical Bid and Financial Bid in separate envelopes (to be superscripted separately) enclosed in the common envelope.

Tenders received after due date and time will not be accepted. District Rural Development Agency, Nuapada will not be responsible for any Postal delay or similar reasons. No Tenders sent through an electronic means shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above mentioned website.

District Rural Development Agency, Nuapada reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may contact at following address:

Address : District Rural Development Agency, Nuapada  
Collectorate Campus, Nuapada - 766105

Email : [ori-dnuapada@nic.in](mailto:ori-dnuapada@nic.in)

  
Project Director  
DRDA, Nuapada  
Project Director  
DRDA, Nuapada

## Background

Project Director, DRDA Nuapada intends to procure office items for furnishing of District Panchayat Resource Center (DPRC), Nuapada as per the indicative list. The detail list of office equipments required for the DPRC will be given to the successful Bidder after the completion of the tender process. The cost is inclusive of all applicable taxes, transportation and installation.

## Scope of Work

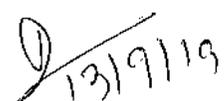
The bidders are required to produce the valid authorization of dealership/ supply contract for supply of the office equipments. The selected bidder is required to make delivery and install all the products at the District Panchayat Resource Center (DPRC), Nuapada within 15 days of assignment of the Order/Contract.

### Office Equipment Specifications: Indicative list

Sl. No.	Indicative list of Office Equipment	Approximate Quantity	Illustrative list of Brands	Make, Model with Specification
<b>A. FURNITURE &amp; FIXTURES:</b>				
1	Chair	8	Godrej	Kareena Visitor Chair
2	Chair	6	Godrej	Kareena Mid Back
3	Revolving chair	1	Godrej	Leoma mid plus head rest
4	Training Table	20	Godrej	Unlearn laptop 2 seater (900x600x680)
5	Training Table	2	Godrej	Unlearn desktop 2 seater (900x600x680)
6	Training Chair	40	Godrej	Diva Revolving (PCH 7046R) (blue)
7	Office Table-executive	1	Godrej	Mayfair - Main desk + ERU (1350x750x750)
8	Office table	2	Godrej	Enterprise
9	Almirah	4	Godrej	STORWEL Plain 4 shelves (1981x916x486)
10	Glass Door Storewel	5	Godrej	Glass Door Storewel Plain (1981x916x486)
11	Wardrobe	1	Godrej	Zurina Wardrobe 2 Door
12	Sofa set	1	Godrej	Supreme Sofa set (3+1+1))
13	Dining Table	1	Godrej	Brawn dining table (135x80x75)
14	Dining Chair	6	Godrej	Tia Chair (45x52x99)
15	Multipurpose Chair	6	Godrej	Perch - 3 seater
16	Bed	1	Godrej	Zurina King size bed including bed side table, dressing table & mattress
17	Locker	2	Godrej	PLU 4 Door locker (base 1 + add on 4 with stand)
18	Dining Table	6	SS	Full Stainless Steel: 4 seater - 4'X2.6'X2.6', six seater - 6'X2.6'X2.6', 8 seater - 8'X2.6'X2.6'

  
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Project Director  
DRDA, Nuapada

19	Dining Chair	40	Nilkamal/ Supreme	Dining Chair
20	Chair	50	Nilkamal/ Supreme	plastic chair with handle rest (2180)
21	Podium	1	---	Podium
<b>B. ELECTRICAL &amp; ELECTRONICS:</b>				
1	Cordless mike	2	AHUJA	CORDLESS MIKE
2	Public Address System	1	AHUJA	Amplifier, 4 speakers, 4 microphones & installation
3	Projector LED	1	Sony/ Dell/ Epson	Resolution – XGA, White Brightness – 3,700 ANSI lumens, Colour Brightness – 3,700 ANSI lumens, Contrast Ratio – 15,000:1, Lamp life – 6,000 hours
4	Projector Screen	1		10' X 12' fixed with remote
5	Photocopy machine	1	TOSHIBA/ Cannon	Copy/Print speed – 45 ppm, Memory – 4GB, Storage - 320GB Self encryption HDD, Input Paper capacity – 1200 to 3200 sheets, Document Feeder – 300 sheet DSDF/ 100 sheet RADF, Duplexing -- Standard, First Copy speed – 3.6 second, Resolution – 2400 X 600 dpi
6	Air Conditioner	8	Hitachi/ LG/ Voltas/ Carrier/ Bluestar/ Whirlpool	1.5 Ton / 4500 kcal/hr High wall Split AC 5 Star with installation, 100% copper
7	Wall Mounted Stabilizer	8	Auto-take/ V-guard	90 W input stabilizer with installation
8	Television	4	LG/ Sony/ Samsung	40 inch (1920 X 1080) Smart LED TV
9	Television	3	LG/ Sony/ Samsung	32 inch (1920 X 1080) Smart LED TV
10	Desktop	2	Dell/ HP	Core i-5 (8 <sup>th</sup> Generation), Windows 10 Home, 4GB RAM, 1TB HDD, 3 year warranty with UPS
11	Laptop	1	Dell/ HP	Core i-5 (8 <sup>th</sup> Generation), Windows 10 Home, 4GB RAM, 1TB HDD, 3 year warranty
12	Printer	2	HP	1020 Plus
13	Generator	1	Kirlosker	25 KVA- KOEL i-Green
14	Inverter	1	Microtec	6.0 KVA with 6 tubular Battery
15	Water Cooler with RO inbuilt	1	Eureka Forbes	Pure Chill RO+UV, 640X450X1350, 80 liter storage capacity
16	Water Purifier	1	Eureka Forbes	RO + UV + UF + MTDS water purifier
17	Refrigerator	1	LG/ Voltas/ Whirlpool/ Samsung	400 Liter 5 Star Frost Free Double Door
18	DSLR Camera	1	Nikon/ Cannon	24.2MP Digital SLR Camera with AF-P 18-55 and AF-P DX 70-300mm f/4.5-6.3G VR

  
 Project Director  
 BRDA, Nuapada

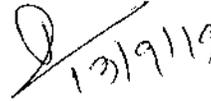
				Kit, free Camera Bag and 32 GB Memory Card
19	Vaccum Cleaner	1	Eureka Forbes	
20	Wall Clock	5	Ajanta	Big size (Round type)
<b>C. MISCELLANEOUS:</b>				
1	Mattress	40	Curlon/ Centaury	single- 72" X 36" X 4"
2	Blanket	40	Raymond/ Montecarlo	Single
3	Blanket	1	Raymond/ Montecarlo	Double
4	Dari	2		15' X 12'
5	White Board	2		10' X 8'
6	Iron Rack	2		6' X 3'
7	Name plate	50		
8	Aluminium Box	2		aluminium sheet (thickness 20 gauge (0.8 - 0.9mm), size - length-42inches X width 30inches X height 24inches and with lock & key at the both side in the front of the box
9	Fire Extinguisher	6		6 KG ABC

### Technical Evaluation Criteria:

Bidders who fulfill all the below mentioned technical evaluation criteria will be considered eligible for compete in the Financial Bid.

#### Technical Evaluation Criteria

Sl. No	Criteria	Supporting Document to be Submitted
1	The Bidder should be a Proprietorship/ Partnership/ Company established and <u>registered in Odisha state</u> only.	<b>Bidder must submit the Proprietorship/ Partnership/ Company registration certificate/ Incorporation details along with copy of</b> <ul style="list-style-type: none"> <li>• Pan Card</li> <li>• Income Tax Return of 3 years (FY 2016-17, FY 2017-18, FY 2018-19)</li> <li>• GST Registration Certificate under Odisha State</li> <li>• Copy of the up-to-date GST Return (GSTR-3B) (till the immediate preceding month)</li> </ul>
2	The Bidder should have experience of executing supplying of similar type of office equipment at least Rs.5.00 lakh order supplied <u>in single lot</u> against a single work order in last three years	Copy of work order clearly specifying the date of award, contracting authority and the quantity and cost of office equipment supplied.

  
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 Project Director  
 BRDA, Nuapada

3	Supply Capacity	The Bidder must submit an undertaking stating that it has capacity of supplying Office Equipment up to Rs.25.00 lakh (Attached as Annexure B)
4	Financial Details of the Bidder	The Bidder should have an average annual turnover of at least INR 50.00 lakh in each of the immediately preceding last three Financial years (i.e., 2016-17, 2017-18 and 2018-19). Proof to be submitted by the Bidder in form of a statement by a Chartered Accountant /Audit Report.
5	The Bidder should submit a Bid Processing Fee of Rs 5,000/-	Demand Draft drawn in any commercial bank in favour of Project Director, DRDA, Nuapada, payable at Nuapada
6	The Bidder should submit an Earnest Money Deposit (EMD) of Rs 50,000/-	01 (One) year TDR pledged in favour of Project Director, DRDA, Nuapada, payable at Nuapada
7	Bidder should submit an undertaking that there are no major legal cases pending against it.	Attach self certification/undertaking on company letter head duly signed and stamped by the competent authority of the Bidder (Attached as Annexure C)
8	Bidder should submit an undertaking that it is not blacklisted by the State Government of Odisha.	Attach self-certification /undertaking on company/firm letterhead duly signed and stamped by the competent authority of the Bidder

**Note: All the documents must be self-attested by the Bidder. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise Financial Bid will be returned to the bidder without opening it.**

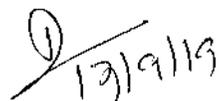
#### **Financial Bids**

The Financial bids of only the Bidders who qualified in the Technical Bid, by the Evaluation Committee (Technical) will be opened. Financial Bid must be submitted as per the format at Annexure D.

**Contract shall be awarded to the firm(s) offering the lowest price and negotiation with the L-1 bidder will be made. One agreement to effect will be entered into. The approved price will be valid for a period of 01 year from the date of opening of the tender.**

#### **Earnest Money Deposit**

As part of its Technical bid submission, the bidder would be required to submit an Earnest Money Deposit amounting to INR Fifty thousand (INR 50,000/-) in form of a 01 (one) year TDR. The TDR should be pledged in favour of **Project Director, DRDA, Nuapada**. The EMD of unsuccessful Bidders will be returned to them within two weeks of the selection

  
 13/9/19  
 Project Director  
 DRDA, Nuapada

of successful Bidder (without interest). For successful bidder, the EMD will be returned upon signing of the contract and submission of Performance Security in the form of Bank Guarantee for a value equal to 5% of the total contract value. The said Performance Security shall be valid beyond 60 days after the end of all contractual obligations on the part of the supplier including warranty obligations, if any. Any bid submitted without EMD will be rightly rejected. The Earnest Money will be forfeited because of one or more of the following reasons:

- The Bidder withdraws its Bid during the validity period as specified in Bid
- The Bidder does not respond to requests for clarification of its Bid
- The Bidder materially alters his Bid during the Bid processing period.
- The Bidder fails to provide the required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- In case of a Selected Bidder, the said Bidder fails to sign the Agreement in time; or does not furnish the mandatory Performance Security.

#### **Bid Processing Fee**

As part of its Technical Bid submission, the bidder would be required to submit a Bid Processing Fee amounting to INR Five Thousand (Rs 5,000/-) in form of a demand draft drawn in any commercial bank payable at Nuapada. The demand draft should be in favour of Project Director, DRDA, Nuapada, payable at Nuapada. The Bid Processing Fee is Non Refundable.

#### **Delivery Mechanism**

The delivery of the office equipments shall be made by Bidder at the District Panchayat Resource Center, Nuapada. A random quality and quantity check will be conducted at the time of delivery and before installation. If the quantity and quality is found to be non-satisfactory, Bidder will be subjected to a penalty of up to 100% of the order value. The materials shall be delivered within 15 days from the date of awarding the Work Order. 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.

#### **GUIDELINES FOR SUBMITTING THE TENDER PAPER:**

Authorized dealers/ suppliers are required to submit the Bid as per the guidelines and formats detailed outlined in the following paras:

- a. The original and all copies of the Technical Bid shall be placed in a sealed envelope clearly super scribed “**TECHNICAL BID**”. Similarly, the original Financial Bid shall be placed in a separate sealed envelope clearly super scribed “**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

  
**Project Director  
DRDA, Nuapada**

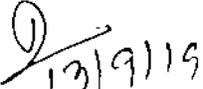
clearly super scribed "TENDER FOR SUPPLY OF OFFICE FURNITURE, FIXTURES, ELECTRICAL & ELECTRONICS AND MISCELLANEOUS ITEMS". DRDA Nuapada will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Bid's 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.

- b. **The Authorized Company/ Firm/ Dealer/ Supplier must have been registered under the relevant applicable law in Odisha State for participation in the tender process, otherwise will be rejected out-rightly.**
- c. Single Bid: A firm should submit **only one Bid**. If a firm submits or participates in more than one Bid, all such Bids shall be disqualified.
- d. All bidders must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial Bid.
- e. Each page, Form, Annexure and Appendices of the Technical and Financial Bid must be signed by the Authorized signatory of the firm.
- e. All blank spaces in the financial Bid must be filled in completely where indicated, either typed or written in blue/black ink.
- f. The bidding firm also have to submit an **EMD for Rs.50,000.00** in shape of **01 year TDR** drawn in any commercial bank pledged in favour of "Project Director, DRDA Nuapada". The same will be returned to the firm, only after successful completion of assigned work. After completion of Installation of office furniture, fixtures, electrical & electronics and other items at District Panchayat Resource Center, Nuapada evaluation of the work done will be made by the Tender-cum-Selection Committee and if the committee will find any type of lacuna/deviation, then the entire EMD amount will be forfeited.
- g. The Tender Paper duly filled must be submitted through **Registered Post/ Speed Post** only. Any Tender Paper received after due date will be out rightly rejected. DRDA Nuapada will not be responsible for any postal delay or misplacement of the document.
- h. DRDA Nuapada **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.**
- i. The Bids shall be opened on the scheduled date and time at 03.10.2019 at 11.00 AM at the Sadvabana Sabhagraha Nuapada in the presence of the Bidder/representatives of the Bidder, who wish to be present on the spot at that time.

### **TERMS & CONDITIONS**

#### **PRICE:**

1. Unit Price shall be inclusive of all Taxes, duties and charges for delivery & installation at District Panchayat Resource Center, Nuapada.
2. Negotiation may be made with the successful bidder. The negotiated price arrived shall stand firm and no variation shall be accepted. An agreement to the effect will be executed.
3. The EMD will be refunded to the unsuccessful bidders without interest.

  
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**Project Director  
DRDA, Nuapada**

**VERIFICATION:**

4. (I) The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned Authorized Dealer/ Supplier has to take back the rejected materials within seven (07) days from the date of rejection at his own expenses failing which the DRDA will not held responsible for any loss of materials . In case such materials are accepted with penalty as may be decided by the DRDA. The Authorized Dealer/ Supplier 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 DRDA, Nuapada.
- (II) Authorized Dealer/ Supplier shall provide guarantee/warranty (as applicable in each case) for the items supplied for a period of at least twelve months from date of supply. If any item found to be defective during the guarantee/warranty period, the same shall be replaced free of cost.

**PAYMENT:**

5. The payment shall be made after verification of the materials.
6. The Project Director, DRDA shall make the payment with due certification on Stock Procedure.
7. However, T.D.S. shall be deducted by the D.D.O, as per rate applicable, from the Bill of the Firm / Authorized Dealer/ Supplier.

**PENALTY:**

8. 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.

**PAYING OFFICER:**

9. The PD, DRDA, Nuapada shall be the Paying Officer.

**PERIOD OF VALIDITY:**

10. The Tender shall be valid for a maximum period of One year from the date of Opening of the Tender.

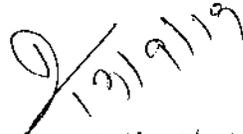
**DISCRETION POWER:**

**11. The DRDA reserves the right:**

- (i) To reject all the Bids of the Firms / Suppliers without assigning any reasons thereof ;
- (ii) To increase or to decrease the quantities of materials or to split up the quantities of the materials covered under the tender without assigning any reasons thereof ;
- (iii) 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.
- (iv) 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:**

12. Any dispute arises out of Work Order, shall be under the jurisdiction of the Civil Court, Nuapada only.

  
Project Director  
DRDA, Nuapada

## Annexure A - Technical Submission Checklist

The Checklist to be provided as first page of the Technical Bid:

S. No.	Documents	Attached (Yes/No)
1.	Company/ Firm/Agency/ Dealer Registration Details	
2.	Income Tax Return acknowledgement	
3.	PAN Card	
4.	GST Registration Certificate & latest GSTR-3B filed	
5.	Proof of Experience/ Contracts	
6.	Undertaking for capacity to deliver in stipulated time frame	
7.	Turnover of the Bidder	
8.	Earnest Money Deposit	
9.	Undertaking for no pending legal cases	
10.	Undertaking for no blacklisting	
11.	Undertaking for no cross ownership	

*Seal & Signature of the Bidder:*

*Place:*

*Date:*

*\*\*\* All documents are to be attached as per serial and pages to be numbered.*

13/9/19

**APPLICATION FORMAT  
TECHNICAL BID**

**For Supply of Office Furniture, Fixtures, Electronics, Electricals & Other Items**

**TENDER NOTICE NO. DRDA \_\_\_\_\_ Dated \_\_\_\_\_**

1. Name & Address of the Firm / Supply Agency :
2. Details of Cost of Tender Paper : DD No. \_\_\_\_\_ date \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on  
Bank \_\_\_\_\_
3. Details of Earnest Money Deposit : TDR No. \_\_\_\_\_ date \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on Bank  
\_\_\_\_\_
4. Full Office Address of the  
Company/ Dealer / Supplier Agency : \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
5. PAN No. : \_\_\_\_\_  
(Attach self attested copy)
6. GST Registration No. : \_\_\_\_\_  
(Attach self attested copy)
7. (GST Clearance Certificate for the preceding 6 months shall be attached)
8. Details of the three years' experience in supplying the materials in Govt. Department / PSU in the following format (if the space provided is insufficient, a separate sheet may be Attached) [Copy of the relevant Work Orders shall be attached]:

**DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

**Signature:  
Name and Designation and office Seal**

  
**Project Director  
DRDA, Nuapada**

**Details of Experience of Similar Service during the last 03 years**

SL NO.	Name of the Client/Organization	Specification of materials supplied with year of supply	Quantity of materials	Total cost of the materials (in Rs.)
1				
2				
3				
4				
5				
6				

**\*Furnish the copy of documentary evidence in support of the information provided above.**

**Signature:  
Name and Designation and office Seal**

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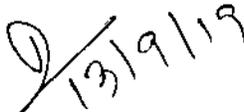
Project Director  
DRDA, Nuapada

**ANNUAL TURN OVER OF LAST 3 YEARS Amount (in Rs.)**

<b>PARTICULAR</b>	<b>FINANCIAL YEAR 2016-17</b>	<b>FINANCIAL YEAR 2017-18</b>	<b>FINANCIAL YEAR 2018-19</b>

**\*Furnish Audit report in support of the above Figure.**

**Signature:  
Name and Designation and office  
Seal**

  
13/9/19  
**Project Director  
DRDA, Nuapada**

**Annexure-B** - Undertaking that Firm/ Institution has the capacity to supply Rs...../- (Rupees ..... only) office equipment in the time frame of 15 days from award of contract.

**UNDERTAKING FOR SUPPLY OF OFFICE EQUIPMENT**

We confirm that we have the capacity to supply the required Office equipment amounting Rs.....lakhs to District Panchayat Resource Center, Nuapada as per their requirement in a time frame of 15 days from award of contract.

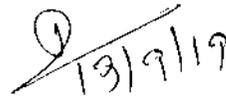
**For and on behalf of:**

.....  
.....  
.....  
.....

**Signature (With Seal)**

**To:**

**The Project Director,  
District Rural Development Agency,  
Nuapada.**

  
13/9/19

**Project Director  
DRDA, Nuapada**

**Annexure-C - Undertaking that Firm/ Institution is not Blacklisted**

**UNDERTAKING THAT THE FIRM/INSTITUTION IS NOT BLACKLISTED**

We confirm that we are not blacklisted by any Government Institution/ CPSE/ SLPE/ Local Authority.

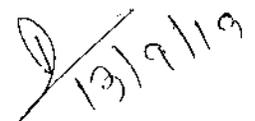
**For and on behalf of:**

.....  
.....  
.....  
.....

**Signature (With Seal)**

**To:**

**The Project Director,  
District Rural Development Agency,  
Nuapada.**

  
Project Director  
DRDA, Nuapada

**Annexure-D - Financial Bid**

Sl. No	Product	Specification	Brand	Quantity	Unit Cost (in Rs.)	Total Cost (in Rs.)
<b>A. FURNITURE &amp; FIXTURES:</b>						
1	Chair					
2	Chair					
3	Revolving chair					
4	Training Table					
5	Training Table					
6	Training Chair					
7	Office Table- executive					
8	Office table					
9	Almirah					
10	Glass Door Storewel					
11	Wardrobe					
12	Sofa set					
13	Dining Table					
14	Dining Chair					
15	Multipurpose Chair					
16	Bed					
17	Locker					
18	Dining Table					
19	Dining Chair					
20	Chair					
21	Podium					
<b>Grand Total</b>						
<b>Total Cost of equipments (in words in INR):</b>						
<b>B. ELECTRICAL &amp; ELECTRONICS:</b>						
1	Cordless mike					
2	Public Address System					
3	Projector LED					
4	Projector Screen					
5	Photocopy machine					
6	Air Conditioner					
7	Wall Mounted Stabilizer					
8	Television					
9	Television					
10	Desktop					
11	Laptop					
12	Printer					

  
13/9/19  
Project Director  
DRDA, Nuapada

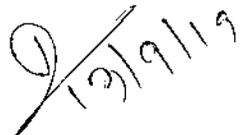
13	Generator					
14	Inverter					
15	Water Cooler with RO inbuilt					
16	Water Purifier					
17	Refrigerator					
18	DSLR Camera					
19	Vaccum Cleaner					
20	Wall Clock					
<b>Grand Total</b>						
<b>Total Cost of equipments (in words in INR):</b>						

**\*\*The Cost of office equipments should be maximum as mentioned in the indicative list above of all the taxes, transportation costs and any other costs involved.**

*Seal & Signature of the Bidder:*

*Place:*

*Date:*

  
 Project Director  
 DRDA, Nuapada