

**DISTRICT RURAL DEVELOPMENT AGENCY: KALAHANDI  
(ODISHA LIVELIHOODS MISSION)**

No. XXIX-7/16 2664 /OLM/2019

Date 17/06 2019

**Tender Call Notice**

1. Project Director - DRDA, Kalahandi invites sealed Tenders from the intending reputed Suppliers/Dealers for supply of "Office Furniture" for Odisha Livelihoods Mission, DMMU, DRDA, Kalahandi.
2. Tender papers required for the tender can be obtained from the office of the DMMU, OLM, Kalahandi on payment of Rs.1000/- (Rupees one thousand) only (non-refundable) in cash towards cost of Tender on any working day from the date of this notice till 5/7/2019, 04.00 PM during office hour.
3. The Tender papers can also be downloaded from the website <http://www.kalahandi.inc.in>. In case of tender papers downloading from the website the tender shall accompany Bank Draft of Rs.1000/- (Rupees one thousand only) in favour of "NRLM, DRDA Kalahandi" payable at SBI, Main Branch, Bhawanipatna.
4. The tender shall reach the DRDA, Kalahandi by Registered post / Speed post only on or before 6/7/2019 at 04:00 PM. The tender received beyond the date and time mentioned above shall not be taken into consideration.
5. Tender paper must be accompanied with the money receipt/ DD towards cost of Tender papers and other relevant documents as mentioned in the tender paper. Failure to comply the instruction specified there in or non-submission of any of the documents specified, the bid shall summarily be rejected.
6. The sealed tenders will be opened on 6/7/2019 at 4 ~~PM~~ PM by the undersigned in this Office in presence of the tenderers or their authorized representatives and members of the District level purchase Committee constituted for the purpose.
7. The undersigned reserves the right to cancel or reject any or all the tenders without assigning any reason thereof.
8. The detail of this tender is available in the Notice Board/ District Website <http://www.kalahandi.nic.in>.

  
Project Director,  
DRDA, Kalahandi.

Memo No. 2665 /

Date: 17/06/2019

Copy to the Notice Board of Collectorate, Kalahandi/ Notice Board of DRDA, Kalahandi for wide publicity.

  
Project Director,  
DRDA, Kalahandi.

Memo No 2665/

Dated 17.06.19

Copy to the District Information and Public Relation Officer, Kalahandi. He is requested to publish in The Samaj & The Sambad per one day only within the Govt. approved rate.

  
Project Director,  
DRDA, Kalahandi.

Memo No 2667/

Dated 17.06.19

Copy to the District Informatics Officer, NIC, Kalahandi for web hoisting in the District website from 18/06/2019 to 05/07/2019, 04.00 PM.

  
Project Director,  
DRDA, Kalahandi.

Memo No 2668/

Dated 17.06.19

Copy to the State Mission Director-cum-CEO, OLM, Bhubaneswar for kind information and necessary action.

  
Project Director,  
DRDA, Kalahandi.

**Tender Paper of the Tender Call Notice for supply of Office Furniture for OLM, Kalahandi 2018-19.**

**Terms and Conditions:**

1. Project Director - DRDA, Kalahandi invites sealed Tenders from the intending reputed Suppliers/Dealers for supply of "Office Furniture" for Odisha Livelihoods Mission, Kalahandi.
2. The tender will be in two parts i.e. Technical Bid (Part-I) and Financial Bid (Part-II). The Bidders should give their Technical and Financial Bids separately in two envelopes and should be put into another Cover Superscribed as "**Tender for Supply of Office Furniture under OLM, Kalahandi**"
3. The other terms and conditions associated with the assignments mentioned in **Annexure-A**.
4. The last date of submission of tender paper is 05/07/2019, 04 PM
5. Bidders who qualify technically, their financial proposal shall only be opened.
6. The successful Bidder has to submit delivery within 20 days from the date of issue of indent order from the District Administration.
7. All the materials will be supplied to **DMMU, OLM, Kalahandi**.
8. The details of the Specification of the items required for supply of Office Furniture are mentioned at **Annexure-B**.

  
Project Director,  
DRDA, Kalahandi

**Annexure-A**

<b>Sl.No.</b>	<b>Terms and Conditions</b>	<b>Documents to be submitted.</b>
1	The Dealers/Supplying Agency should be bonafide registered body having valid Registration No.	Attested Xerox copy Registration certificate.
2.	The Dealers/Supplying Agency should have PAN/ TIN & up to date GST Registration Certificate.	Attested Xerox copy of the PAN/ TIN & GST Registration Certificate.
3.	It has not been blacklisted by any Government Organization.	Declaration in Self format
4.	Rates should be quoted inclusive of charges of GST/transportation to the DMMU, OLM, Kalahandi and other taxes as applicable.	Mentioned in Financial Bid (Tender Form part-2).
5.	The District Administration will have no liability regarding transportation, loading and unloading of materials and all the materials ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by the Dealers/Supplying Agency.	Undertaking
6.	The tenderer should deposit EMD of Rs.5,000/-(Rupees Five thousand) only in shape of Demand Draft in favour of <b>NRLM, DRDA Kalahandi</b> payable at SBI. Bhawanipatna main Branch. Tenders without EMD Money will be liable for rejection. The EMD money deposited by the successful tenderer will stand converted to security deposit, which will be refunded after successful completion of supply. The EMD of unsuccessful tenderers shall be refunded after finalization of the tender process.	Demand Draft of Rs.5,000/-
7.	Money receipt in original in support of purchase of tender papers or Demand Draft of Rs.1,000/- (Rupees One thousand) only in favour of <b>NRLM, DRDA Kalahandi</b> payable at SBI main Branch in Bhawanipatna.	Demand Draft/ Original receipt to be enclosed.
8.	Conditional tender are liable to be rejected. In the event of acceptance, District Collector's decision will be final. The tender, which is not as per our required specifications will not be considered.	See specifications.
9.	If the successful bidder fails to supply within the stipulated period i.e. 20 days of receipt of supply order, liquidated damaged @2 % per day of delay shall be deducted from the final payment.	Self declaration of the bidders with Seal and signature.
10.	The District Administration will not pay any advance payment to the successful bidder. The Dealers/Supplying Agency to supply the items on its own and the amount will be paid only after satisfactory completion of the job and submission of the bill in that regard.	

11.	The payment will be made after submission of receipt/acknowledgement from the DMMU, OLM, Kalahandi as per the supply order. The District administration will test check the quality of supply.	
12.	Rates quoted against this tender shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.	
13	Part quotation of specified quantity of an item will be rejected.	
14	The detailed tender paper should be submitted with the tender duly signed by the tenderer as a token of acceptance of the terms and conditions.	
15.	The District Administration reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
16	Income tax returns for last two financial year(2016-17 & 2017-18)	Self attested copy
17	Documents of any past experience if any submitted	Self attested supply orders.
18	Self declaration of non-pendency of any legal cases	Self declaration.
19	Self declaration in connection with abiding all terms and conditions in tender.	Self declaration.
20	All documents to be submitted with self attestation.	

  
 17/6/19  
 Project Director  
 DRDA, Kalahandi

**Signature and Seal of the Tender**

**Annexure-B**

**SPECIFICATION FOR OFFICE FURNITURE**

SI No.	Brief Description of the Item	Qty	Specification	Place of Delivery	Installation Requirement if any	Warranty
1	Steel Almirah	7	20 Gasse, 78" Height, 36" width, 19" inch depth	District OLM Cells	YES	The warranty in years to be furnished by the supplier
2	Executive Office Table	9	Office Table (size 60" L x 36" w x 30 " H inches) have very strong metal frames fitted with very smooth and polished surface( 18 mm MDF board) fitted with (3 drawers and one cupboard	District OLM Cells	YES	The warranty in years to be furnished by the supplier
3	Executive Revolving Chair with hands	8	Executive Revolving Chair with hands & Hydraulic Adjustment(with leather rite cushion seated , Moving), size (715mm L x 580 mm W x 965mm H )	District OLM Cells	YES	The warranty in years to be furnished by the supplier
4	Plastic Chair with arms	26	Plastic Chairs with arms , size (680mm L x 568 mm W x 906mm H )	District OLM Cells	YES	The warranty in years to be furnished by the supplier
5	Display Board	1	Display Board made of 18mm thick laminated Plywood (Water Proof) with hanging facility, Size: 4 Feet X 3 Feet, Matter to be stickered,	District OLM Cell, DRDA, Kalahandi	YES	The warranty in years to be furnished by the supplier
6	White Board	1	White Board made of 18 mm thick laminated Plywood (Water Proof) with size of : 4 Feet X 3 Feet,	District OLM Cell, DRDA, Kalahandi	YES	The warranty in years to be furnished by the supplier
7	Small Table	2	Office Table (size 60" L x 36" w x 30 " H inches) have very strong metal frames fitted with very smooth and polished surface( 18 mm MDF board) fitted with (3 drawers and one cupboard	District OLM Cell, DRDA, Kalahandi	YES	The warranty in years to be furnished by the supplier
8	Computer Table	1	Contemporary & Modern Style Computer Desk Straight Set-up with Storage Space W x H x D: 3 ft 11 in x 2 ft 5 in x 1 ft 11 in	District OLM Cell, DRDA, Kalahandi	YES	The warranty in years to be furnished by the supplier

			With CPU Compartment Built-in Keyboard Tray			
9	Book Rack Steel	9	Product Dimensions: Length 3ft, Width 1.5 ft, Height 5 ft Primary Material: Seel Number of Self: 4-5	District OLM Cell, DRDA, Kalahandi	YES	The warranty in years to be furnished by the supplier
10	Flask	1	High-quality, corrosion- resistant steel bottle Copper inner-coating for better temperature regulation Keeps beverages hot or cold for hours 100 percent rust-resistant and leak proof construction	District OLM Cell, DRDA, Kalahandi	YES	The warranty in years to be furnished by the supplier
11	Filter	1	Type: Non-electric with storage 20 litres storage capacity at all time Technology: Gravity based water purification	District OLM Cell, DRDA, Kalahandi	YES	The warranty in years to be furnished by the supplier

# TENDER FORM

## Part-I

### (Technical Bid)

1	Name of the Dealers/Supplying Agency (In capital letters)	
2	GST Registration Certificate submitted or not	
3	PAN submitted	
4		
5	Demand Draft towards EMD of Rs.5,000/- submitted .	
6	Demand Draft towards tender paper cost Rs.1,000/ submitted	
7	Documents of any past experience of supply (Attested copies to be submitted)	
8	Income tax returns of last two financial year 2016-17 & 2017-18.	
9	Self declaration of non-pendency of any legal cases	
10	Self declaration in connection with abiding all terms and conditions in tender.	
11	All documents submitted with self attestation.	

#### DECLARATION.

I/We hereby declared that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by/our knowledge. I/ We understand that in case of any deviation in the above statement at any state, the Dealer/ Supplying Agency will be blacklisted and will not have any dealing with in future.

Place:

Date:-

Signature & Seal of the Tenderer.

**TENDER FORM**  
**Part-II**  
**(Financial Bid)**

Sl No.	Brief Description of the Item	Qty	Specification	Quoted rate per item in (Rs)	Total Quoted rate
1	Steel Almirah	7	20 Gazze, 78" Height, 36" width, 19" inch depth		
2	Executive Office Table	9	Office Table (size 60"L x 36" w x 30 " H inches) have very strong metal frames fitted with very smooth and polished surface( 18 mm MDF board) fitted with (3 drawers and one cupboard		
3	Executive Revolving Chair with hands	8	Executive Revolving Chair with hands & Hydraulic Adjustment(with leather rite cushion seated , Moving), size (715mm L x 580 mm W x 965mm H )		
4	Plastic Chair with arms	26	Plastic Chairs with arms , size (680mm L x 568 mm W x 906mm H )		
5	Display Board	1	Display Board made of 18mm thick laminated Plywood (Water Proof) with hanging facility, Size: 4 Feet X 3 Feet, Matter to be stickered,		
6	White Board	1	White Board made of 18 mm thick laminated Plywood (Water Proof) with size of : 4 Feet X 3 Feet,		
7	Small Table	2	Office Table (size 60"L x 36" w x 30 " H inches) have very strong metal frames fitted with very smooth and polished surface( 18 mm MDF board) fitted with (3 drawers and one cupboard		
8	Computer Table	1	Contemporary & Modern Style Computer Desk Straight Set-up with Storage Space W x H x D: 3 ft 11 in x 2 ft 5 in x 1 ft 11 in With CPU Compartment Built-in Keyboard Tray		

9	Book Rack Steel	9	Product Dimensions: Length 3ft, Width 1.5 ft, Height 5 ft Primary Material: Seel Number of Self: 4-5		
10	Flask	1	High-quality, corrosion-resistant steel bottle Copper inner-coating for better temperature regulation Keeps beverages hot or cold for hours 100 percent rust-resistant and leak proof construction		
11	Filter	1	Type: Non-electric with storage 20 litres storage capacity at all time Technology: Gravity based water purification		

Rates should be quoted inclusive of transport charges & also inclusive of charges of taxes as applicable.

Signature and Seal of Tenderer.

Place:

Date: