



# PANCHAYAT SAMITI OFFICE, PHIRINGIA, DIST-KANDHAMAL

E-Mail: [ori-phiringia@nic.in](mailto:ori-phiringia@nic.in)

## TENDER CALL NOTICE

Letter No. 2651 // Dated. 04/09/2025 //

Sealed tenders are invited from reputed firms / agencies & suppliers for supply of following items to the office of the undersigned on the terms and conditions as noted below as per Tender specifications. The details tender documents can be obtained from the District website [kandhamal.odisha.govt.in](http://kandhamal.odisha.govt.in). Interested bidders may submit their sealed tender documents in prescribed format to the "**Block Development Officer, Phiringia**" so as to reach in this Office on or before **22/09/2025 at 2:00 PM** through speed post / registered post/ Self only. Bidders are required to submit the financial bid in a common envelope mentioning as per Tender specifications.

The financial bid of qualified bidders will be opened on **22/09/2025 at 4:00 PM** in the **Office Chamber of the Block Development Officer, Phiringia** in presence of Tender Committee Members, bidders or their authorized representatives.

*Arup*  
04-09-25  
**Block Development Officer,  
Phiringia**

Memo No. 2652 // Dated 04/09/2025 //

Copy to office Notice Board for publication and general information.

Copy forwarded to the D.I.O., NIC, Phulbani with a request to get published the above tender call notice immediately in the official Website of NIC, Kandhamal.

Copy to All BDO/ All Tahasil / All CDPO for information and necessary action. They are requested to display the tender call notice in their office notice board for wide publicity.

Copy submitted to the Sub-Collector, Balliguda/Phulbani/ PA-ITDA Balliguda/ Phulbani / CDO-Cum-Executive Officer, Zilla Parishad, Kandhamal/Addl. District Magistrate, Kandhamal for information and necessary action. They are requested to display the tender call notice in their office notice board for wide publicity.

*Arup*  
04-09-25  
**Block Development Officer,  
Phiringia**

**1. Warranty**

A written document issued to the purchaser of an article by its OEM/Dealers promising to repair or replace the defective goods within a specified time. If not found bid can be rejected.

**2. GST Certificate**

The firm/dealer must have valid GST certificate, PAN card and Income Tax Return details of 3 years i.e financial year 2022-23, 2023-24 & 2024-25.

**3. Experience**

The Firm/ Dealer/ OEM should have experience of executing or supply of similar items of Rs. 25 Lakh of order in a year during last 3 years. Copy of work order clearly specifying the date of award contract, contracting authority, quantity, and cost of equipment's should be attached.

**4. Supply Capacity**

The bidder must submit an undertaking stating that it has capacity of supplying the above item in the bid document costing up to Rs 25.00 Lakh

**5. Turn over**

The bidder must have an average annual turnover of Rs 25 lakh in the preceding financial years i.e FY 2022-23,2023-24 & 2024-25. The balance sheet and profit and loss account should be submitted, duly audited by a chartered accountant in support of proof.

**6. Bid Processing Fees**

The bidder shall submit a bid **processing fees Rs 2000.00 (Rupees Two thousand)** only in favor of **BDO Phiringia** in shape of demand draft payable at SBI Phiringia.

**7. Undertaking as to litigation/Black Listed**

The bidder shall submit self-certified undertaking to the effect that there is no major legal cases pending against it or him and not being black listed by Govt. of Odisha and any other Govt. of union territory and other authorities.

**8. Technical Evaluation Criteria**

Bidder, who fulfills all the below mentions technical evaluation criteria will be considered eligible for compete in the financial bid.

**9. Validity of Tender**

12 Months from date of receipt of Bid documents.

**10. Settlement of Dispute**

In case of any dispute arises between the supplier and purchaser shall be tried to resolved amicably by mutual understanding. If the parties fails to resolve the dispute within 21 days shall be settled through arbitration under the jurisdiction of Kandhamal Court only as per Indian Arbitration and Conciliation Act-1996.

**11. Payment**

Payment shall be made after series of random inspection of supplied materials by the Inspection team headed by AEE and if found satisfactory as per guidelines mentioned above.

**Note- All the documents must be self-attested by the Bidders.**

## INSTRUCTIONS TO BIDDERS

### General Instructions

- Interested bidders are advised to view the detailed tender documents at [www.Kandhamal.nic.in](http://www.Kandhamal.nic.in) or can be obtained from Phiringia Block.
- Bidders desirous for participating in the tender, shall have to pay the tender cost mentioned in notice inviting tender. The tender cost is required to be paid in shape of Demand draft only, drawn from any nationalized bank in favor of **BDO Phiringia** which must be payable at **Phiringia**
- The bidders shall submit copies of documents defining their respective constitutional or legal status, place of registration and principal place of Business Company or firm or partnership.
- The item to be supplied shall strictly comply with the specifications as mentioned in the bid, otherwise the material shall be liable for rejection. If violates Bid can be rejected by the complete discretion power of Tender Authority.
- Since, timely execution of works is the essence of the contract, requests for extension of time for supply shall not ordinarily be entertained and Bid can be rejected at any moment and this is the complete discretion power of Tender Authority.
- Notice inviting tender, bid documents, prescribed financial bid, terms & conditions shall form the part of the tender.
- The price quoted by the Bidders shall be inclusive of all taxes, transportation and installation at the specified locations. Successful bidders shall not use electricity of respective G.Ps for assembly of their instruments. If violates Bid can be rejected by the complete discretion power of Tender Authority.
- The undersigned will not be held responsible for any incidental or consequential losses of the firms while execution and till expiry of the period of maintenance.
- Deviations in terms and conditions, specification of material, inspection clause etc. will not be accepted under any condition. If violates Bid can be rejected by the complete discretion power of Tender Authority.
- Prices quoted must be firm and fixed. It shall be quoted in both figure and word. It should be inclusive of GST, transportation cost.
- Conditional tender shall not be accepted.
- Canvassing in any manner will be viewed seriously leading to rejection of the bid.
- All the documents submitted by the Bidder shall be self-attested or else will be liable for rejection.
- The delivery shall be made within 30 days from the date of issue of supply order.
- **In case the lowest quoted bidder is unable to supply the required number of items in specified period, or found to violate any afore mentioned rules and guidelines and violate the direction of Block authority during supply of materials, the committee including Tender Authority reserves all rights to cancel the L1 without mentioning any reason thereof, to negotiate with the bidders in L2, L3 etc. as per the price of L1 approved rate and can go with successful bidders without any delay.**

**SPECIFICATION OF ITEMS**

**ANNEXURE -A**

<b>SL. NO.</b>	<b>ITEM NAME</b>	<b>ITEMS DESCRIPTION (Brand / Configuration)</b>	<b>QUANTITY</b>	<b>Price limited to maximum per Unit (In Rs.)</b>
1	Dual Desk	Dual Desk (HDMR)		
2	Book Shelves	Made out of water Resistance Plywood		
3	Pin Boards	Made out of water Resistance Plywood		
4	Green Boards	Made out of water Resistance Plywood		

**Bid Price: -**

- a) The transportation & Installation charges are also to be included in the Bid Price.
- b) All taxes, duties and other levies payable by the dealer under the contract shall be included in the Bid Price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.

**While submitting the bid, the bidders should furnish the following documents:**

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- i. Self attested copy of Registration Certificate of firm / agency with seal & Signature.
- ii. Self attested copy of valid PAN No. with seal & Signature.
- iii. Self attested copy of valid GST Registration Certificate with seal & Signature.
- iv. Self attested copy of up to date (Recent) GST Return certificate with seal & Signature.
- v. Self attested copy of last one Financial Year's IT Return (2024-25) / assessment year (2024-25) with seal & Signature.
- vi. Tender paper cost in shape of Demand Draft of **Rs.2,000.00**
- vii. Bank Account Number (Self Cancelled Cheque to be attached)

**Terms & Conditions:-**

- 1) Each bidder shall submit only one quotation as per the enclosed Quotation format.
- 2) The Bidders are required to deposit non-refundable Tender paper cost **Rs.2,000/-Rupees (Two thousand) only** in shape of Demand Draft in favor of Block Development Officer, Phiringia Payable at **Phiringia** while submitting Bid.
- 3) Payment shall be made after deduction of **SD-2%, IT- 1% & GST-2%** and the SD will be released after completion of Audit process.
- 4) The tender shall remain valid for a period of 12 months from the last date fixed for receiving the same.
- 5) The successful bidder has to supply all items within stipulated time to be mentioned in the supply order.
- 6) Rate quoted must be inclusive of all taxes, transportation and installation & will be valid for a period of one year from the date of

approval.

- 7) The undersigned reserves the right to place the order in phased manner.
- 8) The numbers of items / materials are subject to change in supply order as per requirement.
- 9) Canvassing in any manner will be viewed seriously and will lead to rejection of the bid.
- 10) If the stock supplied by the successful bidder does not match with the specification as per Tender Document or are found to be of inferior quality at time of delivery of items the stock will be rejected & the supplier has to replace the total quantity of the same product of his own cost.
- 11) The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms & conditions and specifications.
- 12) If found that the successful bidder is incompetent to provide the supply of materials, in such a situation, the proposal may be reviewed for award of the contract to the next qualifying bidder or go for a fresh bid depending upon the circumstances. No form of compensation shall be payable in any form whatsoever to the forfeited firm. In case it decided to go for the next qualifying bidder, negotiation shall be considered to bring down their prices nearer to the originally Evaluated or Lowest bidder in consideration to the orders to be supplied.
- 13) The bidder should take responsibility of the goods till it reaches the delivery destination. Insurance etc. shall be arranged by the supplier. Supplier shall arrange the road permits or any other documents wherever required.
- 14) The successful bidder shall not assign or sub-contract or sub-let the whole or any part of the supply order in any manner.
- 15) The Authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
- 16) All corrigendum containing amendments to this tender will be posted in District website. Bidders are advised to check periodically the district website for any updates.
- 17) Any legal dispute arises out of this is subject to Kandhamal jurisdiction only.
- 18) The under signed reserves the right to accept or reject any or all the tender without assigning any reason hereof.
- 19) The requirements are tentative and may vary. The bidder should be prepared to supply the equipment's as per the requisition.
- 20) Bid shall be awarded to the firms offering the lowest/net bundled price and not with reference to lowest price quoted for the individual items. However, if prices for each and every item are not quoted bid shall not be accepted.
- 21) Final Placement of order for any of items included in the list is subject to decision of committee.

*Arup*  
*04-09-25*  
**Block Development Officer**  
**Phiringia**

**FINANCIAL BID**

**ANNEXURE -B**

SL. NO.	ITEM NAME	ITEMS DESCRIPTION (Brand / Configuration)	QUANTITY	Price limited to maximum per Unit (In Rs.)
1	Dual Desk	Dual Desk (HDMR)		
2	Book Shelves	Made out of water Resistance Plywood		
3	Pin Boards	Made out of water Resistance Plywood		
4	Green Boards	Made out of water Resistance Plywood		

Total bidding price (including taxes and other charges is Rs. \_\_\_\_\_/ (Rupees in words.

We agree to supply the above goods in accordance with the technical specification mentioned in the supply order.

(a) In case of discrepancy between unit price and total price, the lowest price among them shall be Prevail.

(b) We agree to other terms and conditions of the tender and also confirmed we will provide the materials as per the standard specified in the document.

Place

Date

Full signature of the Bidder  
With date and seal

## Declaration

1. I/we..... the proprietor/partner do declare that I/we am/have competent to sign this declaration and execute this tender document.
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to bid by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/have well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/ we do hereby declare that I/we have not been de-recognized / black listed by any state Govt. / Govt. of India / Govt. Organization / Govt. institution for supply of non-standard quality (NSQ) as asked for or non- supply.
5. I/we do hereby declare that I/we will deliver my work as per the terms, conditions and specification of the tender document and work order.

Full Signature of the Bidder  
With date & seal