

**DISTRICT RURAL DEVELOPMENT AGENCY: KORAPUT
(DMF Cell)**

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Letter No. : 5927 XXXVIII- 24//2018

Dated: 20.09.2018

Quotation Call Notice

Sealed Quotations are invited from interested reputed Dealers/ firms/ agencies for providing Almirah, Office Table & Office Chair as per the specification given below for use in DMF Cell of DRDA Koraput. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before 29.09.2018 by 1:30 PM by Registered Post/Speed Post only.

The undersigned reserves to accept or reject the quotation by giving any reasons thereon.

For Quotation Form and other Details visit: - www.koraput.nic.in

1 Name of the Items:-

Brief Description of the Items	Specification	Delivery period	Installation Requirement if any	Warranty	Brand
Steel Almirah	Godrej, 6 ft. with 4 shelf & 1 Locker	Within 7 days of receipt of Purchase Order	Yes	The warranty in years to be furnished by the supplier	Godrej
Office Table	Standard Office Table	Within 7 days of receipt of Purchase Order	Yes	The warranty in years to be furnished by the supplier	Godrej
Office Chair	Standard Office Chair	Within 7 days of receipt of Purchase Order	Yes	The warranty in years to be furnished by the supplier	Godrej

2. Bid Price

- The transportation & installation charges 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 and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.

3. Eligibility Criteria of the Bidder:

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

- a. Attested photocopies of PAN Number
- b. GST Certificate and up-to-date Clearance Certificate.
- c. Dealership certificate for the brand to be supplied
- d. Bid Security as specified in the quotation Document

3.1. Quotation received late and incomplete will not be considered.

3.2. The prices quoted should be inclusive of all taxes, transportation cost and installation cost. Each Bidder shall submit only one quotation at a time.

4. Bid Security:

The bidder shall furnish bid security of Rs 5000/- (Five Thousand Only) in the shape of Account Payee Bank draft drawn in favour of the Project Director, DRDA, Koraput payable at SBI, Koraput. Any bid submitted without bid security will be rejected. The EMD of the unsuccessful bidder will be returned after finalization of the quotation.

5. Validity of quotation:

Quotation shall remain valid for a period of not less than 60 days after the last date as specified in the quotation document.

6. Award of contract

6.1 The Purchase Order will be placed on the selected bidder (s) whose bid has been determined to be substantially responsive.

6.2 Purchase order will be placed to the supplier from time to time as per the requirement of DRDA, Koraput.

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

6.4 Payment shall be made after delivery & installation of the goods through account transfer after submission of the bills and vouchers.

6.5 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.

6.6 Any legal dispute arising out of this is subject to concerned district jurisdiction only.

6.7 Notwithstanding the above, the DRDA, Koraput reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all bids at any time prior to

the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of Quotations as per the date and time fixed by the Project Director, DRDA, Koraput.

6.8 The 1st Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification, quality & requirement of DRDA Koraput.

7. Interested bidders may submit their sealed Quotations for "**Quotation for Office Chair, Office Table & Almirah**" on cover of the envelop to the Project Director, DRDA, Koraput latest by 1:30 PM on 29.09.2018 through by registered/Speed post & the Quotation will be opened on the same day at 4.00 PM in the presence of the bidder/authorized person.



**Project Director,
DRDA, Koraput**

EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address :	
3	Are you a dealer/reseller	
4	Trade Tax / Sales Tax Registration no. with Place (Copy to be attached)	
5	TIN / PAN No. (with copy of certificate)	
6	Up to date VAT Clearance Certificate (Copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

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 personally/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 manufacturing firms have 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:

Date:

Name

Address

Designation:

FORMAT OF QUOTATION *

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Sl. No.	Description Goods	Specifications	Rates offered	Warranty period

Gross Total Cost : Rs.

Total bid price (including Taxes and Other) in Rs. _____ (in numbers)
_____ (In Words)

Signature of the Bidder

Name of the Firm/Agencies

Address

Date

Place

Seal

The DRDA Koraput will not be bound to accept the lowest Quotation. The decision of the DRDA, Koraput shall be final in this regard.