



ଓଡ଼ିଶା ସରକାରଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବେଲପଡ଼ା, (ନିଜାରତ ଶାଖା), ୭୬୭୦୨୬

OFFICE OF THE TAHASILDAR, BELPARA  
(NIZARAT SECTION)

No. 2602 /Niz. Date: 31.10.2023

**TENDER CALL NOTICE**

Sealed Tenders under two bid systems are invited from authorized eligible manufacturing company/dealer/ having valid PAN/GST registration certificate for supply of Godrej & Supreme make furniture. The tender documents may be downloaded from the website [www.balangir.nic.in](http://www.balangir.nic.in) from Dt. 01.11.2023 onwards and filled documents will be received by Registered/ Speed post/ Courier/Hand delivery at Nizarat Section, Tahasil Office, Belpara within office hour by 20.11.2023 3.00 P.M. addressed to Tahasildar, Belpara, At-Belpara, Balangir District-Balangir, Pin-767026 which shall be opened on 20.11.2023 at 04.00 P.M.

Terms & Condition

1. Eligibility criteria:

- I) The Company should have authorized dealer set up presence in the state and district where the job is being undertaken to provide better after sales services.
- II) The company should be able to render prompt service at Belpara within 24 hours after the complaints are lodged.
- III) The company should offer 12 months warranty on the products from the date of delivery against any manufacturing defects in which case free repair/ replacement has to be done.
- IV) Test standards: all metal components should be power coated with epoxy power coating. Anti rusting treatment should be undertaken.

2. Tender Application: the intending bidder may apply by downloading bid form and document from the website [www.balangir.nic.in](http://www.balangir.nic.in) and apply accordingly along with detail enclosures.

3. Place and date of receiving Tender: Sealed Tender will be received at Tahasil Office, Belpara through Speed post/ Registered post/Courier/Hand delivery at Nizarat Section only in the office on or before 20.11.2023 at 03.00P.M. and the sealed envelope super scribing "Tender for supply of furniture to Tahasil Office, Belpara" shall be sent to Tahasildar, Belpara, Dist-Balangir, Pin-767026, Odisha. This office will not be responsible for receipt of tender paper beyond the stipulated date & time due to any postal delay.

4. Date, Time and Venue for opening of Tender: The sealed documents shall be opened on 20.11.2023 at 04.00 P.M. in the office chamber of Tahasildar, Belpara, in the presence of bidders or their authorized representatives and the members of the Block Level Purchase committee. The authority reserves the right to cancel/ reject all or any part of the notice without assigning reason thereof. In case of any unavoidable circumstances, if the tender could not be opened on the scheduled date, then next date will be communicated to the bidders as per decision of the authority. Incomplete tender papers shall be liable for rejection.

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- Bid documents and two separate sealed envelopes. The envelopes are to be superscribed as "Tender for supply of furniture to Tahasil Office, Belpara". The financial bid shall be opened in respect of those bidders who qualify in Technical bid.
6. GST Registration Certificate: The intending bidder should submit the photocopy of the GST registration Certificate & Number, PAN card with original bid document.
  7. Authorization: The bidder should submit documents regarding proof of authorization for supply of the tender issued by OEM and the dealership certificate of the quoted brand/make issued by OEM.
  8. The intending bidder should submit an affidavit in non judicial stamp paper that the bidder has not been blacklisted by any Govt. organization.
  9. Price: price quoted by the bidder should include all charges such as GST, Transportation charges to Tahasil Office, Belpara installation & commissioning of items at Tahasil Office, Belpara and insurance cost till the item is accepted at Tahasil Office, Belpara. The rate quoted shall remain unchanged till the completion of successful installation of the items at Tahasil Office, Belpara. Any increase in the rates during time of supply is not permissible.
  10. EMD: The intending bidder should submit the EMD of 1% of the bid value in shape of bank draft drawn in favor of "Tahasil Office, Belpara" payable at Belpara along with bid documents. No exemption certificate will be accepted. The EMD of all unsuccessful bidders will be refunded after finalization of Tender process. Vender should write the organization name at the back side of the BD/DD.
  11. Penalty: If the proposer fails to deliver and install the items within the stipulated time, they will be imposed a penalty of 0.5% of the order value for late of each week delay or part thereof subject to maximum of 2% of value of the late delivered items.
  12. Forfeiture of EMD: If the selected bidder fails to execute the agreement or deposit the required performance security within the prescribed date after being intimated, his/her EMD will be forfeited.
  13. Payment: 100% of the billing amount will be paid through A/C payee cheque or online deposit only after submission of delivery challan, Stock entry certificate & installation certificates.
  14. Insolvent: The authority may at any time terminate the contract by giving written notices to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter.
  15. The undersigned reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
  16. Jurisdiction: Any legal dispute arising in respect of the bid shall be instituted within the jurisdiction of Belpara, Odisha only.

Date:

13/10  
31.10.23  
Tahasil Office, Belpara  
TAHASILDAR  
BELPARA

**Memo No. 2603 /Date. 31.10.2023**

Copy to the BDO, Belpara/CDPO, Belpara/All RIs under Belpara Tahasil for information with request to display the same in their Notice Board for information of general public.

BPL 31.10.23  
Tahasildar, Belpara  
TAHASILDAR  
BELPADA

**Memo No. 2604 /Date. 31.10.2023**

Copy to Notice Board of this office for information of general public.  
Copy submitted to DIO, NIC, Balangir for hoisting in the District Website

BPL 31.10.23  
Tahasildar, Belpara  
TAHASILDAR

**Memo No. 2605 /Date. 31.10.2023**

Copy submitted to the Collector, Balangir/Sub-Collector, Patnagarh for favour of kind information and necessary action.

BPL 31.10.23  
Tahasildar, Belpara  
TAHASILDAR  
BELPADA



ତହସିଲଦାରଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବେଲପଡ଼ା, (ନିଜାରତ ଶାଖା), ୭୬୭୦୨୬

OFFICE OF THE TAHASILDAR, BELPARA  
(NIZARAT SECTION)

**Bid documents for supply of furniture of Godrej make to Tahasil Office, Belpara.**

- 1) Last Date of receipt of Tender Document: 20/11/2023 at 03.00 P.M.
- 2) Date and time and venue for opening of the Tender: 20/11/2023 at 04.00 P..M. at  
Tahasil Office, Belpara
- 3) EMD : 1% of the tender value. (Refundable)
- 4) Tender Paper Cost : Rs. 300/- (Non Refundable)
- 5) Date of completion of work : within one month of issue of purchase order.
- 6) Technical Bid : At annexure 'A'.
- 7) Financial Bid/Rate/Specification: At annexure 'B'

*BPD*  
31.10.23  
Tahasildar Belpara  
**TAHASILDAR  
BELPADA**

**TECHNICAL BID**  
**Application Form for Bidding**

**Annexure-A**

- 1) Name of Registered bidder:
  - 2) Name of Authorised Person:
  - 3) Address:
  - 4) Contact No.:
  - 5) PAN No. (encl. Photo copy):
  - 6) GST registration Certificate & No (enclose photo copy)
  - 7) EMD Amount in detail:
- DD No. \_\_\_\_\_/Date \_\_\_\_\_ Bank \_\_\_\_\_ Amount(in Rs.) \_\_\_\_\_

Documents to be enclosed:

- i. Photocopy of PAN Card
- ii. Photocopy of GST Registration Certificate & Number.
- iii. Proof regarding similar type of work experience in Govt. Sector (Single Order minimum of Rs.10 Lakh.)
- iv. Draft for EMD.
- v. Tender paper Cost of Rs.300/-
- vi. Photocopy of Company/Firm Registration Certificate.
- vii. Authorization certificate for bid application issued by OEM.
- viii. Affidavit on 'not blacklisted at any where'
- ix. Income Tax return of last 3 years.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Date:

Seal and Signature of the Bidder.

FINANCIAL BID

SPECIFICATION OF THE ITEMS TO BE SUPPLIED AND INSTALLED

Sl. No.	Name of Articles	Quantity required	Price per Unit (Inclusively of all Taxes & transportation)
1	Godrej Table (5x3)	09 nos.	
2	Godrej Office Chair (Wheel Chair)	09 nos.	
3	Godrej 'S' Type Chair	07 nos.	
4	Godrej Almirha (6.5 feet) Plain	03 nos.	
5	Godrej Almirha (6.5 feet) with Locker	07 nos.	
6	Godrej Multiflex Rack	07 nos.	

Seal and Signature of the Bidder.