



## ZILLA PARISHAD OFFICE, BALANGIR

In front of SBI Main Branch  
Titilagarh Road, Balangir-767001  
Phone No.06652-232863  
Fax,06652-233082  
E-mail-ori-dbalangir@nic.in

Letter No. 1806 /Date 20.04.26.

### Short Tender Call Notice

Sealed Tender are invited from the interested suitable local Vender/ Agencies Individual having valid registration certificate with PAN/GST and having adequate experience in supply of Cap for Celebration of State Level "National Panchayati Raj Diwas 2026" to be held on 24.04.2026.

The bid documents consisting of detailed specification, schedule of quantity and a set of terms and conditions and other necessary documents can be seen and purchased from the office of the under signed on payment of Rs.5,000.00(Rupees Five Thousand Only) per set in shape of demand draft infavor of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir payable at Balangir during office hours except Sundays and holidays till last date of sale of bid documents. The bid document is also available in the district portal <http://www.balangir.nic.in> and can be downloaded till last date of sale of bid documents. The bids downloaded from district portal must be submitted with tender paper cost of Rs.5,000.00 (Rupees Five Thousand Only) in shape of demand draft infavor of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir payable at Balangir otherwise the bid will be rejected.

Bids must be accompanied With required EMD of Rs.30,000/- (Rupees Thirty thousand only) in shape TDR or Bank gurantee. Bids without E.M.D or in other shape will not be considered and liable for rejection.

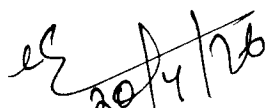
Bidders are required to submit technical bids and financial bids in separate sealed envelopes super -scribing 'Technical bid' and 'financial bid' and finally enclosing in a large envelope super- scribing Supply of Celebration of State Level "National Panchayati Raj Diwas 2026".

The sale of bid documents start from 20.04.206 at 8.00 A.M. and close on dated 22.04.2025 till 12.30 P.M. The bid documents will be received up to 22.04.206 till 1.00 P.M. by register/speed post/Currier only and opened on 22.04.2026 at 1.00 P.M. in the Conference Hall of Zilla Parihad, Balangir in the Presence of the bidders and their authorized representatives. The financial bids of unsuccessful bidders will not be opened.

Tenders received after due date and time will not be accepted. Zilla Parishad Office, Balangir shall not be responsible for postal delay or similar reasons. The tenders/bids sent through electronic means shall not be accepted. Any corrigendum/addendum, if any, will be uploaded in the above mentioned website


The bids incomplete in any shape will not be considered for acceptance and liable for rejection.

Zilla Parishad Office, Balangir reserves the right to accept or reject any or all tenders/bids without assigning any reason thereof.

  
C.D.O-cum-Executive Officer  
Zilla Parishad, Balangir.

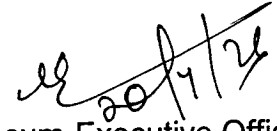
Memo No. 1807 /Dt. 20.04.26

Copy submitted to the DGM, OSWAN, Balangir for web hosting the same short tender call notice along with details documents, terms & conditions, criteria, format etc. (enclosed herewith) in District portal <https://balangir.odisha.gov.in>. The Bid paper from **20.04.2026 to 22.04.2026** in the District website for wide publication and use of prospective bidder

  
C.D.O-cum-Executive Officer  
Zilla Parishad, Balangir.

Memo No. 1808 /Dt. 20.04.26

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

  
C.D.O-cum-Executive Officer  
Zilla Parishad, Balangir.

**DETAILED TENDER CALL NOTICE**

**FOR SUPPLY OF CAP FOR "Celebration of State Level "National  
Panchayati Raj Diwas 2026**



**TERMS AND CONDITIONS**

**(GENERAL AND SPECIAL )**

### Important Dates

1	Date of hoisting of the bid document on website	20.04.2026
2	Date & time for sale of the bid documents	20.04.2026 to 22.04.2026 up to 12.30 PM
3	Last date & Time for receipt of bid documents	22.04.2026 (1.00 PM)
4	Date & Time of opening of Bid document	22.04.2026 (1.00 PM)

### **Check List of Documents**

Sl. No.	Particulars of Items	Status (Yes/No)
1	Copy of valid registration certificate and GST certificate	
2	Work experience certificate from authorized office /copy of work order/copy of agreement in support of execution of similar nature of works.	
3	Proof of Experience/Contracts.	
4	Xerox copy of the Income Tax Clearance Certificate/PAN card of the supplier etc.	
5	Original Money receipt Demand Draft as proof of payment of Tender Cost.	
6	EMD for Rs.30,000.00 in shape of TDR or Bank Gurantee	
7	Undertaking for capacity to deliver in stipulated time frame.	
8	Undertaking for no blacklisting.	
9	Undertaking for no pending legal cases.	



1. **Background**

C.D.O-E.O, Zilla Parishad, Balangir intends to supply Cap items for Celebration of State Level “National Panchayati Raj Diwas 2026 at Balangir. The cost is inclusive of all applicable taxes & transportation.

2. **Scope of Work**

The scope of work is comprising of supply of CAP. The selected bidder is required to make supply the items at District Headquarter will be intimated by the undersigned.

3. **GST Certificate**

The firm/ dealer must have valid GST certificate, PAN card and Income Tax Return details of least 2 years i.e. financial year 2022-23 & 2024-25.

4. **Turn Over**

The bidder must have an average annual turnover of Rs.10.00 lakhs In the presiding two financial year i.e. 2023-24 and 2024-25.

5. **EMD**

The bidder shall submit EMD of Rs.30,000/- (Rupees Thirty thousand) only in favour of C.D.O-cum-Executive Officer, Zilla Parishad, Balangir in shape of TDR or Bank Gurantee.

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

The bidder shall submit have any legal suit/ criminal case pending / black listed against it for violation of PF/ESI/MW Act or any other law. (Submit declaration for no case pending).

7. **Declaration**

The bidder shall submit declaration that the organization agrees to abide by all term & conditions of tender.

9. **INSTRUCTIONS TO BIDDERS**

**General Instructions**

- Interested bidders are advised to view the detailed tender documents at <https://balangir.odisha.gov.in> or can be obtain from Zilla Parishad Office, Balangir.
- Bidders desirous of 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 favour of C.D.O-cum-Executive Officer, Zilla Parishad. Balangir and payable at Balangir. The tender cost is exclusive of GST and is not refundable.
- Earnest money as specified in bid shall be deposited in shape of TDR or Bank Gurantee from any nationalized bank in an acceptable format the time of submission of bid.
- Bid securities of the unsuccessful bidders shall be returned to them within 02 weeks of the selection of successful bidder.
- Since timely execution of works is the essence of the contract, requests for extension of time for supply shall not ordinarily be entertained.
- Notice inviting tender, bid documents, prescribed Technical bid, financial bid, terms & Conditions shall form the part of the tender.



- All Taxes applicable at the time of supply may be admissible.

### **Opening of Financial Bid**

- If the Technical Bid is found complete and responsive, the financial bid will be opened.
- Bid shall be awarded to the venders/ Agencies / Individual offering the lowest/net bundled price and not with reference to lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, bid shall not be accepted.

### **14. 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 party fails to resolve the dispute within 21 days shall be settled through arbitration under the jurisdiction of Balangir Court on as per Indian Arbitration and Conciliation Act-1996.

### **15. Payment**

Payments shall be made after successful supply of items and Zilla Parishad level by C.D.O-cum-Executive Officer and if found satisfactory.



# Financial Bid

## Supply of the Cap

SI No	Name of the Items	Per Unit	Quoted Rate including all taxes and transportation (Both in figure and word )
1	Cap (White)	1	

*eb*

Signature of Bidder

*el*