



**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, KHORDHA  
(ST & SC Dev. Section)**

Letter No. 343 / Dt. 17-03-2023 /

**Quotation Call Notice**

Sealed quotations are invited from different firms (Local Suppliers / Authorized Dealers / Co-operative Stores) for supply & installation of hoardings at different locations, flex banners, posters in the format as specified at ANNEXURE-"A" and supply of items for Enumerators' kit as specified at ANNEXURE-"B". The quotationer shall be selected on the basis of quality of material to be supplied at competitive price.

Quotations shall be submitted by the eligible dealers / Local Suppliers / Co-operative stores in the prescribed format as per ANNEXURE-A & ANNEXURE-B, so as to reach the Office of District Welfare Office (DWO), Old Collectorate building, Khordha latest by 27.03.2023, 1:00 P.M either through Speed Post/Courier. The tender paper can also be dropped in Tender Box placed at the Office of the District Welfare Officer (DWO), Old Collectorate Building, Khordha (on working days during office hour) only. The authority shall not be held responsible for any delay. Quotation shall not be accepted received after due date and time. The same will be opened on date 27.03.2023 at 3.00 P.M in the Collectorate Conference Hall, Khordha in presence of the members of the Purchase Committee and quotationers / their authorized representatives.

**Term & Conditions:-**

1. The Bidders has to submit the following documents along with
  - a. Copy of the self attested valid VAT/GST Registration.
  - b. Xerox copy of PAN card.
  - c. Copy of the Income Tax return for the last 3 years assessment.
  - d. Copy of the up to date Sales Tax/VAT/SGST & CGST clearance certificate and CST ( Central Sales Tax) certificate
  - e. Xerox copy of Bank Pass Book (front page) with the name & A/C Number of Bidders.
  - f. Undertaking regarding non-black listed by any authority.
2. EMD of Rs.10,000/- (Rupees Ten Thousand) only will be submitted along with the quotation paper in shape of DD drawn in favour of Collector Khordha in any nationalized bank & payable at Khordha.
3. The Bidders / authorized representatives of the bidders will remain present at the time of opening of tender along with sample item to be supplied.

The Sealed quotations is to be addressed to the **District Welfare Office (DWO), Old Collectorate building, Khordha, 752056** and top of the cover should be super scribed "**Tender Paper for supply of materials to be used in Khordha District for SEBC survey work**".
4. All the items should be supplied within short notice as per the requirement on placement of order latest by 03.04.2023 positively. All the articles should be delivered in full & good conditions and in no case part supply will be accepted.
5. The Bidders are to produce sample of each item for which rate quoted at the time of opening of the Tender Paper i.e. on 27.03.2023 at 3.00 P.M as per specification. If failed to produce sample items at the time of opening of Tender, the District Purchase Committee shall have right to cancel his Tender documents.
6. The successful Bidders should replace any damage materials or if arose any incorrect size/specification of the items should replace immediately to concerned official.
7. During finalization of Tender by District Purchase Committee, it is not mandatory to place supply order to lowest price quoted unit, if quality of the material is found to be un-satisfactory.
8. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

**ANNEXURE-A****Hoardings/Flex/Banners/Poster**

Sl No	Name of items	Quantity (Approx.)	Specification	Max. cost as per approved by Govt.(Including Taxes)	Unit cost of the items to be quoted by the Bidder Including Taxes	Total Cost
			Size, Colors, Theme Materials, Including installation			
1	Hoardings	5	15ft x 10ft=150 sqft Including the cost of frame/mounting (bamboo/wood) & installation in Collectorate campus & other 04 public places in Khordha town (content shall be provided by the office)	@5500/-		
2	Hoardings	14	12ft x 8ft=100 sqft Including the cost of frame/mounting (bamboo/wood) & installation in 10 Block offices campus & Khordha Municipality, Jatani Municipality, Balugaon NAC & Banapur NAC Office campus	@3300/-		
3	Flex Banners	958	6ft x 3ft=18 sqft	@216/-		
4	Poster	2211	A2/ Multicolours Paper quality 130 GSM	upto@Rs.11/- per one poster		
					<b>Gross cost</b> →	

**ANNEXURE-B**

Sl No	Name of items	Quantity (Approx.)	Specification	Max. cost per unit as per OSCBC guideline	Cost by of items Including Taxes to be quoted by the bidder including taxes	Total Cost
1	Black ball pen (not use and throw)	2012	Any Brand	Rs.10/-		
2	Ink Pad	1006	Small size	Rs.20/-		
3	Brawn Adhesive Tape (One inch)	1006	Small size	Rs.20/-		
4	Note Book	2012	Exercise note Book A4 long size (70 pages)	Rs.25/-		
5	Scissors	1006	Small Size	Rs.20/-		
6	Folder with snap button closure	4024	PVC length-15 inches, Breadth-10 inches & Width-1.5 inches	Rs.20/-		
					<b>Gross Cost</b> →	

**N.B.**

1. The interested bidders may submit their bids for the items mentioned under ANNEXURE-"A" or ANNEXURE"B" or for both.
2. The bidders should quote the price for all the items mentioned either under ANNEXURE-A or ANNEXURE-B. The bids received for the items in piecemeal manner will be rejected.
3. The quantity may vary as per requirement at time of issue of purchase order.
4. **The evaluation of the bid amount will be as per the lowest gross cost (L1) of amount bided for all the items mentioned under respective ANNEXURES.**

  
17/03/2023  
**District Welfare Officer,  
Khordha**

Memo No. 344 /SSD., Dtd. 17-03-2023 /

Copy forwarded to DIO, NIC, Khordha for favour of information with a request to hoist the Quotation call Notice in the District Website (<https://khordha.nic.in>)

  
17/03/2023  
**District Welfare Officer,  
Khordha**

Memo No. 345 /SSD., Dtd. 17-03-2023 /

Copy to the Notice Board of the Office of the Collector, Khordha / CDO-cum-EO, Zilla Parishad, Khordha / Sub-Collector Khordha / Sub-Collector, Bhubaneswar / DWO Khordha / BDO Khordha / Executive Officer, Khordha Municipality / DIPRO Khordha / G.M. , DIC, Khordha for kind information with a request to place copy of this letter in their notice board for wider circulation & awareness of public.

  
17/03/2023  
**District Welfare Officer,  
Khordha**

Memo No. 346 /SSD., Dtd. 17-03-2023 /

Copy to the members of the Tender Committee for information and necessary action.

  
17/03/2023  
**District Welfare Officer,  
Khordha**

Memo No. 347 /SSD., Dtd. 17-03-2023 /

Copy to PA to Collector for kind information of Collector Khordha.

  
17/03/2023  
**District Welfare Officer,  
Khordha**