



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

**Letter No. 527 /SSD, Dt. 03.04.2023  
Quotation Call Notice**

Sealed quotations are invited from different firms (Local Suppliers / Authorized Dealers / Co-operative Stores) for supply of Identity Card for Supervisors/Enumerators in the format as specified at ANNEXURE-"A". 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 , so as to reach the Office of District Welfare Office(DWO), Old Collectorate building, Khordha latest by 11.04.2023, 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 11.04.2023 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 prescribed identity card holder with it is ribbon to be used in Khordha District for SEBC survey work"**.
4. The item should be supplied within short notice as per the requirement on placement of order latest by 15.04.2023 positively. The article 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 11.04.2023 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**

**Identity Card for Supervisors and Enumerators**

SI 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 of each Identity Card			
1	Identity Card for Supervisors	222	12 x 08 c.m Identity card in plastic cover and having a card holder <b>(Royal Blue ribbon)</b> with printing of word OSCBC in <b>white</b> on it. With hanging facility.	@ 30/- ( per piece)		
2	Identity Card for Enumerators	2042	12 x 08 c.m Identity card in plastic cover and having a card holder <b>(Yellow ribbon)</b> with printing of word OSCBC in <b>Black</b> on it. With hanging facility	@ 30/- ( per piece)		

**N.B.:**

1. The interested bidders may submit their bids quote price for the above mentioned item under ANNEXURE-A .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 the item mentioned under respective ANNEXURES.**

  
11/4/2023  
District Welfare Officer,  
Khordha

**Memo No. 528 /SSD., Dtd. 03.04.2023**

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>)

  
11/4/2023  
District Welfare Officer,  
Khordha

**Memo No. 529 /SSD., Dtd. 03.04.2027**

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.

  
11/4/2023  
District Welfare Officer,  
Khordha

**Memo No. 530 / SSD, Dtd. 03.04.2023**

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

  
11/4/2023  
District Welfare Officer,  
Khordha

**Memo No. 540 / SSD, Dtd. 03.04.2023**

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

  
11/4/2023  
District Welfare Officer,  
Khordha