

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: KHORDHA
(ST & SC DEVELOPMENT SECTION)**

No. 1678 Date: 12 /06/2025

TENDER CALL NOTICE

SEALED TENDERS are invited from INTENDING MSME/OEM UNITS OF ODISHA having VALID DOCUMENTS for supply of MATTRESSES for the OBC & MINORITIES HOSTELS at **GOTHAPATNA, BHUBANESWAR**. For details, please visit official website of Khordha District i.e. www.khordha.odisha.gov.in. The Authority reserves the right to cancel / modify the Tender / Procurement Process without assigning any reason thereof. The Authority also reserves the right to reject any or all the tenders without assigning any reason thereof.

By Order of the Collector, Khordha



District Welfare Officer, Khordha

GENERAL TERMS & CONDITIONS

- 01 The Agency must submit **EMD of Rs. 1,00, 000/- (Rupees One Lakh) only (Refundable)** in shape of Demand Draft only in favor of District Welfare Officer, Khordha payable at Khordha.
- 02 The Agency must submit Valid Company Registration Certificate, Valid Registration Certificate under MSME, Odisha, Odisha GST Registration Certificate & Latest Returns for Last 03 months, PAN Details and Latest IT Returns for Last 03 Financial Years (FY 2021-22 to FY 2023-24) and Documents in support of Annual Turn Over for Last 03 Financial Years (FY 2021-22 to FY 2023-24) on CA Letter Head with UDIN number as mentioned in the Application Form.
- 03 Annual Turn Over of the Tenders must be more than **2 (Two) Crore** during **each of the last 03 (Three) Financial Years** 2021-22, 2022-23 and 2023-24.
- 04 Bidder / OEM must submit production certificate as proof of OEM.
- 05 The Offered Price must include all taxes, supply, transportation & installation charges at OBC & Minorities Hostels at Gothapatna, Bhubaneswar.
- 06 Bidder / OEM should have **3 Years** of presence in Odisha.
- 07 Bidder must provide Escalation Matrix of Telephone Numbers of Bidder as well as OEM for Service Support.
- 08 Bid Specific Manufacturer Authorization in OEM Letter Head with Seal, Signature, Name, Email ID, Designation and Contact Number etc must be submitted by the Bidder. Bidder name with details Communication Address must be mentioned in the OEM Letter Head.
- 09 Data Sheet of the product(s) offered in the bid are to be submitted along with the bid documents. Buyer can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
- 10 Bidder must submit the Notarised Affidavit regarding non-blacklisted from any Government Department / Organisation in Non-Judicial Stamp Paper of Rs. 100/- only mentioning the Bid Number and Date.

- 11 The Agency must submit the Tender Papers with Demand Draft of **Rs. 5, 000/- (Five Thousand) only (Non-Refundable)** towards Tender Cost in favor of District Welfare Officer, Khordha payable at Khordha. The Tender Paper can be downloaded from the District Website **www.khordha.odisha.gov.in**. The Tender Paper, required Demand Drafts and all relevant documents must be sent by **Registered Post / Speed Post only** to District Welfare officer, Khordha in a sealed Envelope.
- 12 The last date of receipt of Tender Paper is **30.06.2025 5.30 PM. Tender Papers received after the date and time shall not be taken into consideration.**
- 13 The Tender Papers will be opened on **01.07.2025 at 11.00 AM** in the Conference Hall, Collectorate, Khordha.
- 14 The bidders or their authorized representatives must remain present there with the sample of each item at the time of opening of tender.
- 15 If the selected Agency supplies items of poor / sub-standard quality contrary to the approved sample, the supply order will be cancelled. The earnest money deposited shall be forfeited and steps may be taken for blacklisting the supplier in addition to other legal actions
- 16 The selected Agency / Agencies shall have to supply the items within 30 days of receipt of the supply order.
- 17 Order will be placed by District Welfare Officer, Khordha and quantity of article for supply order may change subject to availability of funds.
- 18 All the items are to be delivered and installed at OBC Hostels, Gothapatna, Bhubaneswar. Payment will be made only after successful installation of supplied items.
- 19 The Authority reserves the right to cancel / modify the Tender / Procurement Process without assigning any reason thereof. The Authority also reserves the right to reject any or all the tenders without assigning any reason thereof.

BIDDER'S INFORMATION / TECHNICAL BID

- 01 Name & Full Address of the Agency
- 02 Contact No
- 03 Bidder's Registration Details
(Self-attested copy to be enclosed)
- 04 GST Registration No
(Self-attested copy to be enclosed)
- 05 PAN
(Self-attested copy to be enclosed)
- 06 Audited Annual Turn Over for last three Financial Years
2023-24:
2022-23:
2021-22:
- 07 Particulars of EMD of Rs. 1,00, 000/-
(Original Demand Draft to be enclosed with tender paper)
- 08 Particulars of Tender Paper Cost of Rs. 5,000/-
(Original Demand Draft to be enclosed with tender paper)
- 09 List of Documents submitted:
(Please attach a separate sheet)

Seal & Signature of the Bidder

FINANICAL BID

Sl No	Name of the Item	Type	Specification	Size	Cost per Unit
01	MATTRESS	FOAM MATTRESS	CORE: FOAM+ COVERING WITH HANDLOOMS CLOTH PLANE	L: 6 ft B: 3 ft H: 4 Inch	
		EPE + COIR MATTRESS	CORE: BOTTOM-EPE SHEET + TOP-COIR + COVERING WITH TOP-14 MM FOAM+CLOTH + BOTTOM-6MM FOAM WITH HANDLOOMS CLOTH + BORDER-6MM FOAM WITH HANDLOOMS CLOTH	L: 6 ft B: 3 ft H: 4 Inch	
		REBONDED FOAM + PU FOAM MATTRESS	CORE: BOTTOM: REBONDED FOAM + TOP: PUFOAM + COVERNG WITH HANDLOOMS CLOTH	L: 6 ft B: 3 ft H: 4 Inch	