



**DISTRICT RURAL DEVELOPMENT AGENCY, KENDRAPARA**

Dist.-KENDRAPARA, Odisha. Pin- 754211

E-mail : ori-kendrapada@nic.in



No: 1023 Date: 31.03.21

**SHORT QUOTATION CALL NOTICE**

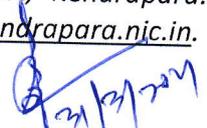
**Procurement of Stationeries & Sanitary items for use by Enumerators for Survey of Social & Economical Conditions of People belonging to Backward Class**

Sealed quotations are invited in prescribed format i.e. ANNEXURE-A from reputed Dealers/ Distributors/ Suppliers having a valid GST registration for supply of different stationary & sanitary items to be distributed among the Enumerators for the Survey work of Social & Educational Conditions of the people belonging to backward classes in the District. The survey has been scheduled to be conducted during April to May 2021. The bid documents can only be submitted through Regd. / Speed posts only till **06.04.2021 up to 05.00 PM**. The Quotations will be opened on **07.04.2021 at 03.00 PM** in the conference hall of DRDA, Kendrapara in presence of the committee members, bidders or their authorized representatives. The terms & conditions for submission of quotations are as follows.

**TERMS & CONDITIONS**

- The Envelope containing the quotation should be duly super scribed as **"Procurement of Stationeries & Sanitary items for use by Enumerators for Survey of Social & Economical Conditions of People belonging to Backward Class in Kendrapara District."**
- The bidders are required to quote the unit price i.e. per 01 unit as specified below.
- All responsibilities regarding transportation, payment of taxes & duties, loading & unloading and all the risk factor will be borne by the supplier.
- The bidder must be registered under GST and must have a valid GSTIN.
- The bidders are required to submit an **EMD worth Rs. 5,000/- (Rupees Five Thousand) only in shape of a Bank Draft made in favour of "Project Director, DRRDA, Kendrapara"** from any **scheduled commercial bank** payable at Kendrapara.
- The EMD of unsuccessful bidders will be refunded soon after completion of the process.
- The bidders are requested to submit the PAN details along with their bids.
- The successful bidder will supply within **07 days** from the date of issue of supply order.
- The bidders need not to submit any sample with the bid documents during the time of submission of the Quotation. But they **have to bring a set of samples of each of the category of items they are intending to supply on the day of opening of the Quotation i.e. on 07.04.2021 at 03.00 PM which will be verified by the committee members on spot**. The committee reserves the right to verify the samples and select the best quality of samples with reasonable price within the price ceiling fixed by OSCBC, Odisha vide Letter No: OE-I-08/ 2021/ 157/ OSCBC, Bhubaneswar Dt: 18.03.2021.
- The bidders have to supply the materials at the District Headquarter of Kendrapara only.
- There should not be any minimum quantity condition by the supplier for supply of the items for any of the category. The successful bidder has to supply the required quantity by the undersigned.
- The rate approved through this quotation process can be used for procurement of these items multiple times by the undersigned as and when required irrespective of the quantity required.
- The undersigned reserves the right to verify the items supplied at par with the samples submitted at the time of opening of quotation. Further the undersigned reserves the right to reject the consignment based on the quality without any further negotiation.
- The undersign reserves the right to cancel/reject in part/fully any or all quotations without assigning any reason thereof.

The quotations can only be submitted through Regd. / Speed Posts till **06.04.2021** up to 05.00 PM. No other mode of submission is accepted by the undersigned. All the quotations will be opened on **07.04.2021 at 03.00 PM** in presence of the committee members, bidders or their authorized representatives in the conference hall of DRDA, Kendrapara. The Quotation Call notice can be viewed on the district website i.e. [www.Kendrapara.nic.in](http://www.Kendrapara.nic.in).



**Project Director  
DRDA, Kendrapara**

**Memo No: 1024 Date: 31.03.21**

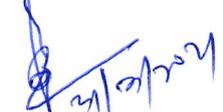
Copy forwarded to **ADM, Kendrapara** for information. He is requested to display the quotation call notice on the notice board of the Collectorate, Kendrapara for wide publication.



**Project Director  
DRDA, Kendrapara**

**Memo No: 1025 Date: 31.03.21**

Copy forwarded to **DIPRO, Kendrapara /All BDOs /All Tahasildars/ All EOs, ULBs of Kendrapara District** for information. They are requested to display the notice in their notice board.



**Project Director  
DRDA, Kendrapara**

**Memo No: 1026 Date: 31.03.21**

Copy forwarded to **DIO, NIC, Kendrapara** for favour of information. He is requested to publish the quotation call notice in the district website i.e. [www.kendrapara.nic.in](http://www.kendrapara.nic.in) till **06.04.2021** for wide publication.



**Project Director  
DRDA, Kendrapara**

**Detailed Specification of the Items to be supplied for OSCBC Survey in Kedarapara District**

<b>Sl. No</b>	<b>Name of the Item</b>	<b>Specification</b>	<b>Maximum Unit Cost per unit fixed by Govt.</b>	<b>Tentative Quantity of items required</b>
01	Pen (Black Ball Point)	Any brand	Rs. 10 /-	1700 nos
02	Ink Pad	Small Size	Rs. 20 /-	800 nos
03	Brown Adhesive Tape (One Inch width)	Small Size	Rs. 10 /-	725 nos
04	Gum		Rs. 10/-	725 nos
05	Note Book	Exercise Note Book (A-4 long size) Min. 70 Pages	Rs. 25 /-	1600 nos
06	Scissors	Small	Rs. 20 /-	720 nos
07	Sanitizer	Any brand 01 Bottle (Minimum 80% Alcohol) 500 ml	Rs. 150 /-	800 nos
08	Gloves	Per Pair	Rs. 10 /-	3200 pairs

**The above specifications are prescribed as minimum and the price ceiling fixed by the Commission is the maximum only. The bidders offering better specification and quality have to supply their item within the price ceiling fixed by the Commission.**



**Project Director  
DRDA, Kendarapara**

## **ANNEXURE-A**

### **Format for Submission of Bid**

<b>1</b>	<b>Name of the Supplier</b>	
<b>2</b>	<b>Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address :</b>	
<b>3</b>	<b>Are you a Distributor/ Dealer/Retailer</b>	
<b>4</b>	<b>GSTIN Number (with copy of certificate)</b>	
<b>5</b>	<b>EMD worth Rs. 5,000/- (Rupees Five Thousand) only</b>	

*I do hereby certify that the above mentioned particulars are true and correct.*

#### **Copies of documents to be attached**

- 1. EMD of Rs. 5,000/- in shape of Demand Draft in favor of Project Director, DRDA, Kedarpara.**
- 2. Bank account details.**
- 3. GST Registration Certificate.**
- 4. Copy of the PAN Card.**

**Full Signature of the Bidder**

**Date:**

**Seal**

#### **DECLARATION BY THE BIDDER:**

*It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firms have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.*

**Date:**

**Signature:**

**Name**

**Address**

**Designation:**