

# ଜିଲ୍ଲାଗ୍ରାମ୍ୟଭିକାଶନସଂସ୍ଥା :ସୁନ୍ଦରଗଡ଼

## DISTRICT RURAL DEVELOPMENT AGENCY, SUNDARGARH.



District Rural Development Agency

Sundargarh -770001

Email: ori-dsundargarh@nic.in

Tele / Fax No. 06622-273873

No. 883 /DRDADated 24<sup>th</sup> March, 2021

### QUOTATION CALL NOTICE

Sealed Quotations are invited from the reputed **Women Self Help Groups** (WSHG) of Sundargarh district for supply of materials to be provided to the Enumerators in connection with Survey of Social and Educational conditions of the people belonging to the backward classes in Sundargarh District. The specification of different items and maximum rate thereof are mentioned below for reference of the intending WSHGs.

Sl. No	Name of the Items	Specifications	Maximum Cost per Unit
1	Pen (Black Ball Point)	Any brand	Rs.10/-
2	Ink Pad	Small Size	Rs.20/-
3	Brown Adhesive Tape(one inch wide)	Small Size	Rs.20/-
4	Note Book	Exercise Note Book A4 long size (70 pages)	Rs.25/-
5	Scissors	Small	Rs.20/-
6	Mask	Cotton	Rs.20/-
7	Sanitizer	Any Brand (500 ml)	Rs.150/-
8	Gloves	Per pair	Rs.10/-

The intending WSHGs are required to submit their sealed quotations by Registered Post/ Speed Post (India Post only) in the address of **the Project Director , District Rural Development Agency, Sundargarh-770001** or submit by hand on the day of opening of Quotation (Before Opening) mentioning "**Supply of materials to be provided to the Enumerators**" at the top of Sealed Envelope. Delay in receipt of Quotation from Postal for any reason, the undersigned office will not be responsible for the same.

The detail regarding terms & conditions along with Quotation Documents, last date of Submission of Quotation and date of Opening of Quotation, any cancellation/extension/ corrigendum etc. will be made available in Sundargarh District Official website "[www.sundergarh.nic.in](http://www.sundergarh.nic.in)" which can be referred till last date of submission.

Date of Availability of Quotation in Website : Date :24.3.2021 to Date :05.04.2021 (05.00 P.M)

Last Date for Submission /acceptance of Quotation : Date : 06.04.2021 till 10.00 A.M

Date of Opening of Quotation : Date: 06.04.2021 at 11.00 A.M.

*Diwan*  
23/3/2021  
Project Director,  
DRDA, Sundargarh

TERMS & CONDITIONS FOR SELECTION:

1. The intending WSHGs are required to submit their details in the enclosed Application Form (Annexure-A & Annexure-B).
2. The WSHGs must be minimum TWO years old.
3. The WSHGs must have followed the 5 Principles (Regular Meeting, Regular Savings, Regular Inter-Lending, Regular Repayment, Book Keeping). Photo copy of Meeting proceedings of 1<sup>st</sup> meeting and last meeting must be submitted along with Application /Quotation Form, failing which the Quotation shall be rejected.
4. The WSHGs must have taken Loan of minimum Rs.2.00 Lakh from Banks. Documents in support of availing loan must be enclosed.
5. The intending WSHGs are required to quote their rate in the appropriate column both in figure and words. In case any overwriting of quoted rate, the rate mentioned in words will be taken into consideration.
6. The WSHGs if not fulfilling the above criteria shall be liable for rejection.
7. On the day of opening of quotation, the WSHGs participating in this quotation process must be present with sample of all the above items.
8. The Committee reserves the right to place the order basing on the overall quality of sample submitted by the WSHGs within the ceiling price limit including GST & all other charges. No extra amount shall be allowed beyond the maximum price in the quotation.
9. The committee reserves the right to accept or reject any or all Quotation without assigning any reason thereof.

*S. Jais*  
23/3/2021

**Project Director,  
DRDA, Sundargarh**

Memo No: 884

Date: 24/3/2021

Copy forwarded to D.I.O , N.I.C, Sundargarh with a request to upload this Quotation Call Notice in the Sundargarh District website : [www.sundargarh.nic.in](http://www.sundargarh.nic.in) for wide Publication and timely response by the interested WSHGs.

*S. Jais*  
23/3/2021

**Project Director,  
DRDA, Sundargarh**

Memo No: 885<sup>c</sup>

Date: 24/3/2021

Copy forwarded to All BDOs/ D.P.M, OLM / CDPOs through the D.S.W.O, Sundargarh with a request to intimate/circulate this notice among the WSHGs functioning under their jurisdiction for wide publicity and response.

*S. Jais*  
23/3/2021

**Project Director,  
DRDA, Sundargarh**

## ANNEXURE- A

### APPLICATION FORM

1. Name of the WSHG: \_\_\_\_\_
2. Address of Communication: \_\_\_\_\_  
\_\_\_\_\_ Mob. No: \_\_\_\_\_
3. Date of formation of WSHG: (Copy to be enclosed):  
\_\_\_\_\_
4. Bank Details of WSHG (Copy Enclosed) : Account No: \_\_\_\_\_ IFSC: \_\_\_\_\_
5. Detail of loan Availed from different Institutions(Bank/OLM/ Mission Shakti etc):

Sl.No.	Institution/Agency	Loan Availed (in Rs.)	Repayment (in Rs.)	% of Repayment	Remark
1	Bank				Supporting Copy to be Enclosed
2	OLM				
3	Mission Shakti				

We , the President and the Secretary of \_\_\_\_\_ WSHG (name of the SHG) hereby declared that the information provided is correct to the best of our knowledge and we will abide by the Term & Condition of the quotation call process. If any information furnished above is found false/incorrect at any instant, we have no objection if our Quotation shall be rejected by the Authority.

Signature of Secretary with Seal  
Name: \_\_\_\_\_

Contact No \_\_\_\_\_

Signature of Secretary with Seal  
Name: \_\_\_\_\_

Contact No \_\_\_\_\_

## ANNEXURE- B

### QUOTATION FORMAT (FINANCIAL BID)

Name of the WSHG: \_\_\_\_\_

Sl.No	Name of the Items	Specifications	Maximum Cost per Unit	Rate quoted by the WSHGs (Rate should be item-wise per unit)	
				In Figure	In Words
1	Pen (Black Ball Point)	Any brand	Rs.10/-		
2	Ink Pad	Small Size	Rs.20/-		
3	Brown Adhesive Tape(one inch wide)	Small Size	Rs.20/-		
4	Note Book	Exercise Note Book A4 long size (70 pages)	Rs.25/-		
5	Scissors	Small	Rs.20/-		
6	Mask	Cotton	Rs.20/-		
7	Sanitizer	Any Brand (500 ml)	Rs.150/-		
8	Gloves	Per pair	Rs.10/-		
	Total		Rs.275/-		

Signature of Secretary with Seal  
Name: \_\_\_\_\_

Contact No \_\_\_\_\_

Signature of Secretary with Seal  
Name: \_\_\_\_\_

Contact No \_\_\_\_\_