



By FAX/ E-Mail/ Regd. Post/ Speed Post

ଜିଲ୍ଲା ପରିଷଦ, ସୁନ୍ଦରଗଡ଼

ZILLA PARISHAD, SUNDARGARH

(Sundargarh-770001, Email:ori-dsundargarh@nic.in, Tel.No. 06622-273873)
(Panchayati Raj & Drinking Water Department, Odisha, Bhubaneswar)

No. 678 / ZP

Dated. 15th March, 2023

SHORT QUOTATION CALL NOTICE

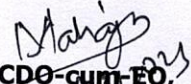
Sealed Quotations are invited from the reputed **Firms/ Agencies/ Suppliers/ Vendors/ Cooperative Societies/ Printers** of Sundargarh district for supply of stationary / IEC materials to be provided to the Enumerators and for IEC activities in connection with Survey of Social and Educational conditions of the people belonging to the backward classes in Sundargarh District. The specification of different items and maximum rate thereof are enclosed for reference of the intending Bidders. The bidders are required to quote their rate for supply of stationary items in Annexure-I format and materials for IEC activities in Annexure-II format.

The rate to be quoted against each item should be including transportation charges, GST and all other taxes/ charges. No extra cost over and above the quoted amount shall be paid to the vendor. Photo copy of the valid GST, PAN Card, Income Tax & Sales Tax Clearance etc. duly self attested should also be submitted along with the Quotation. The Firm should be ensured for supply of the stationary items within 10 days from the date of issuance of order.

The intending bidders are required to submit their sealed quotations by Registered Post/ Speed Post (India Post only) in the address of **CDO-cum-EO, Zilla Parishad, Sundargarh-770001** mentioning "**Quotation for supply of materials under OSCBC Survey**" at the top of Sealed Envelope. The undersigned will not be held responsible for delay in receipt of Quotation from Postal for any reason.

The details 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.sundargarh.nic.in**" which can be referred to till last date of submission.

Date of Availability of Quotation in Website	Dt.15.3.2023 to 22.03.2023 (03.00 P.M.)
Last Date for Submission /Acceptance of Quotation	Dt.22.03.2023 (till 03.00 P.M.)
Date of Opening of Quotation	Dt.22.03.2023 (at 04.00 P.M.)


CDO-cum-EO,
Zilla Parishad, Sundargarh

Copy Communicated to:

1. 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**" for wide Publication and timely response by the interested bidders.
2. Notice Board of ADM, Sundargarh/ Sub-Collector, Sadar, Sundargarh/ Panposh/ Bonai/ G.M., DIC, Sundargarh with a request to hand a copy of this Quotation Call Notice for wide publication.
3. All Members of Tender Committee with a request to attend during opening of Tender at 4.00 PM on 22.03.2023 in the office chamber of CDO-cum-EO, Zilla Parishad, Sundargarh.

TERMS & CONDITIONS FOR AWARD OF WORK:

1. The intending Bidders are required to submit their details in the enclosed Application Form (Financial Bid - Annexure-I for Stationary Items) & (Financial Bid - Annexure-II for Materials under IEC Items).
2. Rs.5,000/- in shape of Demand Draft to be submitted along with tender paper as Security Amount in favour CDO-cum-EO, ZP, Sundargarh to be payable at Sundargarh. The amount will be refunded to the unsuccessful bidders after finalization of tender. The Security Money of successful bidder will be released after completion of the work.
3. The tender will be valid for one year.
4. The quotationers can see the sample copy of the materials/ items to be supplied, in the Zilla Parishad Office during office hours in the period of floating of tender.
5. The Committee reserves the right to place the order basing on the overall quality of sample submitted by the bidders within the ceiling price limit including GST & all other charges. No extra amount shall be allowed beyond the maximum price in the quotation.
6. The lowest-1 quotationer shall be selected for both category preferably taking into the overall average rate of all the materials as a whole.
7. The committee reserves the right to accept or reject any or all Quotation without assigning any reason thereof.

ANNEXTURE-A (FINALCIAL BID)

APPLICATION FORM (SUPPLY OF STATIONARY MATERIALS)

1. Name of the Bidder : _____
2. Address of Communication: _____
3. PAN No.: (Copy to be enclosed): _____
4. GST No. (Copy to be enclosed) : _____
5. Bank Account Detail: _____

QUOTATION FORMAT FOR FINALCIAL BID

Sl. No	Name of the Items	Specifications	Maximum Cost per Unit	Rate to be quoted by Bidders both in figure and word. (Fig. in Rs. per Unit)	
				In Figure	In Word
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 Rs.25/- (70 pages)	Rs.25/-		
5	Scissors	Small	Rs.20/-		
6	PVC Folder	Standard Size	Rs.20/-		

Signature of Bidder with Seal

Name: _____

Contact No: _____

ANNEXTURE-B (FINALCIAL BID)

APPLICATION FORM (IEC/PRINTING MATERIALS)

1. Name of the Bidder : _____
2. Address of Communication: _____
3. PAN No.: (Copy to be enclosed): _____
4. GST No. (Copy to be enclosed) : _____
5. Bank Account Detail: _____

QUOTATION FORMAT FOR FINALCIAL BID

Sl. No	Name of the Items	Specifications	Maximum Cost per Unit	Rate to be quoted by Bidders both in figure and word. (Fig. in Rs. per Unit)	
				In Figure	In Word
1	Hoardings (including installation at the sites)	15 ft x 10 ft	Rs.5,500/-		
2	Hoardings (including installation at the sites)	12 ft x 08 ft	Rs.3,300/-		
3	Flex Banner (Supply to Block/ ULB Points)	06 ft x 03 ft	Rs.550/-		
4	Posters (Supply to Block/ ULB Points)	A2 (130 GSM) Multi Colour as per enclosure	Rs.11/-		

Signature of Bidder with Seal

Name: _____

Contact No: _____