

# OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH

(FS & CW SECTION)

No. 18 /dt. 04.01.24 /

## SHORT QUOTATION CALL NOTICE

Sealed quotations are invited in prescribed format from the intending registered Firms/ Suppliers having valid GST Registration Certificate and PAN for supply of FURNITURE for the District Consumer Disputes Redressal Commission, Deogarh and Consumer Counseling Centre, Deogarh under the allocation of Rs.75,000/- (Rupees Seventy five thousand )only. Quotations should be submitted in the envelope duly marked on the Top "**SHORT QUOTATION CALL NOTICE FOR FURNITURE**" in the office of Civil Supplies Officer, Deogarh during office hour by 5.00 P.M of dt.16.01.2024 through speed post/Registered post. The quotations will be opened at.11.00 AM on dt.17.01.2024 in the office chamber of ADM-cum-DCPO, Deogarh in presence of bidders or their authorized representatives. The terms and conditions for supply of FURNITURE can be downloaded from the official District website <https://deogarh.nic.in>.

The undersigned reserves the right to accept/modify/reject any or all quotation(s) fully or partially without assigning any reason thereof.

### 1. Specification of the items :-

Sl. No	Brief description of the items	Specification	Delivery period	Approx. Quantity
1	Executive Table	<ul style="list-style-type: none"><li>Size: 5ft X3 ft</li><li>Laminated board. The table having both side drawer, one side 3(three) drawer and another side 01(one) drawer, one Cupboard with key board facility and footrest.</li></ul>	Within 07 days of receipts of purchase order.	02
2	Executive Chair(with wheel)	<ul style="list-style-type: none"><li>Good quality high back revolving chair with push back system.</li><li>Height adjustment with hydraulic system.</li></ul>	Within 07 days of receipts of purchase order.	03
3	Special Chair	<ul style="list-style-type: none"><li>Office chair cushion fitted S model stainless steel chair.</li></ul>	Within 07 days of receipts of purchase order.	03
4	Normal Chair	<ul style="list-style-type: none"><li>Good quality plastic molded chair</li></ul>	Within 07 days of receipts of purchase order.	10
5.	Computer Table	<ul style="list-style-type: none"><li>Laminated Computer Table with key board system and 01(one) drawer.</li><li>Length:2.5ft, width : 1.5ft,height :2.5ft.</li></ul>	Within 07 days of receipts of purchase order.	01
6.	Computer Chair(with wheel)	<ul style="list-style-type: none"><li>Good quality computer chair with hydraulic height adjustment with pushback system.</li></ul>	Within 07 days receipts of purchase order.	01

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**2. Bid Price :-**

- a. The transportation and installation charges are also to be included in the Bid Price/Quoted price at site.
- b. All Taxes, duties and other levies payable by the Bidder under the contract shall be included in the Bid Price/ Quoted Price.
- c. The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

**3. Terms & Conditions :**

- i) Each Bidder shall submit only one quotation as per the enclosed Quotation format.
- ii) The Bidders are required to deposit an earnest money of Rs.2000/- (Rupees Two thousand )only in shape of Demand Draft in favour of the “**Civil Supplies Officer, Deogarh**”. Quotation papers submitted without E.M.D shall not be accepted. The EMD will be forfeited, if a Bidder (i) withdraws its Bid during the validity period of the Bid or (ii) fails to perform the contractual obligations as per the Purchase Order. The E.M.D amount of the unsuccessful Bidder will be refunded after completion of Quotation process.

**4. Validity of Quotation :-**

Quotation shall be valid for a period not less than 45 days after the deadline date specified for submission.

**5. Evaluation of Quotations :-**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e which (a) are properly signed and (b) confirm to the terms and conditions, and specifications. The quotations would be evaluated for all the items together given in the quotation format.

While submitting the Bid , the Bidders should submit the following self attested documents :-

- i) Copy of Sales Tax Registration No./ TIN No/ GST Registration Certificate.
- ii) Copy of PAN Card.
- iii) Copy of dealership Certificate.

**6. Award of contract :-**

- 6.1 The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered reputed make/ model with lowest quotation price.
- 6.2 The Bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. Payment shall be made after delivery of the goods through e- transfer after submission of the bills and vouchers.
  8. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
  9. Any legal dispute arising out of this is subject to Deogarh District jurisdiction only.
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10. Notwithstanding the above, the undersigned reserves the right to accept or reject any quotation and to cancel the bidding process and reject all the bids at any time prior to the issue of contract letter.
  11. The L1 Bidder cannot claim to supply, as the above items will be purchased as per the specification.

Memo No 19 /dt 04.01.24 /

  
Civil Supplies Officer, Deogarh

Copy forwarded to the District Informatics Officer, Deogarh for information with request to hoist the notice in the District website.

Copy submitted to the CDO-cum-EO, Zilla Parishad, Deogarh/ Sub- Collector, Deogarh/ all District Level Officers with request to display the Notice in their Office Notice Board for the information of the Public.

Copy to forwarded to the ADM-cum-DCPO, Deogarh/President DCDCR, Deogarh/Treasury Officer, Deogarh/Nizarat Officer, Collectorate, Deogarh for kind information.

Memo No 20 /dt 04.01.24 /

  
Civil Supplies Officer, Deogarh

Copy to P.A to the Collector, Deogarh for favour of kind information of Collector.

  
Civil Supplies Officer, Deogarh

Quotation for supply of Furniture for DCDRC, Deogarh and Consumer Counseling Center, Deogarh.

(A)

1	Name of the Supplier	
2	Full address : Telephone No/ Mobile No: E-mail address :	
3	Sales Tax/ GST Registration No. with (copy to be attached).	
4	TIN/PAN No.(copy to be attached)	
5	Certificate of Dealership.(copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct to the best of my knowledge.

Full Signature of the Bidder with Seal

Date:

Seal :

Quotation for supply of Furniture for DCDRC, Deogarh and Consumer Counseling Center, Deogarh. 5

(To be filled in by the Bidder without any overwriting)

(B)

Sl. No	Brief description of the items	Specification	Delivery period	Approx. Quantity
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Total Price				
Rupees(in words)				

Full Signature of the Bidder with Seal

Date

Seal :

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Quotation for supply of Furniture for DCDRC, Deogarh and Consumer Counseling Center, Deogarh.

DECLARATION

(C) It is hereby declared that I/we the undersigned , have read and examined all the terms and conditions of the quotation documents for which I/we have signed and submitted the bid personally 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/us and I/we will abide by the terms and conditions laid in the document. This is also certified that our Agency/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.

Full Signature of the Bidder with Seal

Date:

Seal :

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