



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH.**

**(WELFARE SECTION)**

**Bidding Document: Not transferable.**

**Name of the Tender**

**Tender for Supply of 148 nos. of stainless steel dining table for different schools &  
Hostels**

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<b>IMPORTANT DATES</b>	
DATE OF COMMENCEMENT OF THE BID	06.01.2026
LAST DATE/TIME FOR SUBMISSION OF BID	27.01.2026 up to 05.00 P.M
DATE OF OPENING OF TECHNICAL BID DOCUMENT	28.01.2026 at 10.30 A.M
DATE & TIME OF OPENING OF THE FINANCIAL BID	28.01.2026 at 3.00 P.M
ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS	District Welfare Office, Deogarh. At- New Collectorate Building, Nuabaliroi. Po/Dist- Deogarh. Pin-768108

**Section- I**

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE DEOGARH,  
(WELFARE SECTION)**

**TENDER CALL NOTICE No:** 19      **DATE:** 06.01.2026

**INVITATION FOR BIDS (IFB)**

Sealed Bids in two separate covers (Technical bid and Financial bid) super scribing Cover "A" (Technical Bid) & Cover "B" (Financial Bid) and both the sealed covers should be put into a third outer Cover, which should be super scribed as "BIDS FOR SUPPLY OF 148 nos. OF STAINLESS STEEL DINING TABLE" are invited by *District Welfare Officer, Deogarh* through Speed post/Regd. Post/Parcel for different schools & hostel of Deogarh District.

The Bidders are required to download the Bid Document directly from district website available i.e. [www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in). In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the web site before last date of submission of bid and the District Welfare Officer, Deogarh shall have no responsibility for any delay/omission on part of the bidders.

  
District Welfare Officer  
Deogarh

Section- II

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE DEOGARH.  
(WELFARE SECTION)**

No. 19

Date: 06.01.2026

**TENDER CALL NOTICE**

The District Welfare Officer, Deogarh invites sealed bids from the experienced OSMEs having valid GST registration and PAN for Supply of 148 nos. of stainless steel dining table to different Schools & Hostels of Deogarh District. The terms and conditions of Supply of same is available in the website of District **www.deogarh.odisha.gov.in**. Any corrigendum/ addendum/ modifications will appear in above website only and the responsibility lies with the bidders to download the same before last date of submission of bids.

  
District Welfare Officer  
Deogarh 06/01/26

## Section- III

### Instruction to Bidders.

#### 1. Name of the Works: -

Tender for Supply of 148 nos. of stainless steel dining table for different Hostels.

#### 2. Supplier/Dealer:

A written letter from the Manufacture for an article promising to repair or replace the items, if necessary, within the specified period of time.

#### 3. ELIGIBILITY CRITERIA: -

- 3.1 Legal Entity: Only OSMEs having manufacturing unit within Odisha can participate in the bidding process.
- 3.2 DIC Registration Certificate (Production Certificate steel furniture's should have been issued by the competent authority prior to the tender notification i.e. 06.01.2026. Any certificate subsequently issued (after 06.01.2026) by the authority shall not be taken into consideration. To be eligible for benefits under Odisha Procurement Preference Policy for Micro and Small manufacturing Enterprises 2023, an OSME must have submit a valid Udyan Registration Certificate number and must submit an undertaking in shape of affidavit (in the format as given in Annexure-D ).
- 3.3 The firm must have valid GST/GSTIN
- 3.4 The firm must have valid PAN
- 3.5 The product must confirm to minimum technical requirement/ standards
- 3.6 Photocopy of Income Tax Clearance Certificate for last three years i.e 2022-23, 2023-24 & 2024-25.
- 3.7 Copies of last 3 years audited balance Sheet i.e 2022-23, 2023-24 & 2024-25 with a CA Certificate with UDIN to be submitted.
- 3.8 Undertaking the capacity to deliver at school point in the Deogarh District.
- 3.9 Undertaking for no blacklisting on Rs.100/- stamp paper: Applicant should not be blacklisted by any Govt. entity or by any other organization, not have any legal proceedings within a period of three years preceding the commencement of the procurement process.
- 3.10 **Sample:** Bidder must have to submit a sample to the indenting authority on the date of opening of bid and.
- 3.11 All documents are to be self-attested.

The bidder failing to comply with the above will summarily be rejected.

#### 4. SCOPE OF THE WORK:

The items will be delivered at different school point in Deogarh district as per specification. An undertaking in this regard will be submitted in **Annexure-C**.

## GENERAL TERMS & CONDITIONS

1. The bidder should be from the experienced OSMEs having manufacturing unit within Odisha. The bidder cannot supply the items from other trading organization. The bidders must have valid GST and PAN Certificate which should be enclosed with the bid documents in the technical bid envelope.

2. This tender is two bid systems. The technical Bids and acceptance of the terms and conditions of the tender and financial bid in the due format should be submitted in two separate envelopes super scribing as "Technical Bid " and " Financial Bid " respectively, which should be kept in an outer envelope super scribing as "Tender for Supply of 148 nos. of stainless steel dining table as well as Tender No and date". All cuttings and over writings should be duly attested under signature and seal of the company. Conditional bids will not be accepted. The financial bid shall contain only the price bid in Annexure-E and all other documents including the signed and sealed tender document, Copy of Udyog / Udyam registration Certificate of OSME, DIC Registration Certificate, Copy of GST & PAN Registration Certificates, Certificates of incorporation /registration in support of legal entity of the firm, technical literature of the offered items, undertaking for non blacklisted of the firm and any other documents in support of eligibility in the tender if any should be enclosed in the technical bid.

3. **Payment:** No advance payment will be made. Post Delivery Inspection shall be done by the District Level Purchase Committee. Thereafter payment will be made basing on the report of the above-mentioned committee. The Agency is required to submit a triplicate Bill along with material receipted challan including Acknowledgement in triplicate duly signed and sealed.

4. The rate per unit to be quoted in the price bid should be as per the format in **Annexure-E**.

5. Any Corrigendum/Addendum to this bid shall be hoisted in District Website i.e. [www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in) and responsibility lies with the bidders to check the website up to the last date of submission of bids. Any omission on the part of the bidder will not be considered.

6. All the tender documents shall be duly signed & sealed in each page as a token of their unconditional acceptance of terms and conditions of tender.

7. **Disclaimer:** This Document includes statements, which reflect various assumptions, which may or may not be correct to full accuracy. Each Bidder should conduct its own estimation and analysis and should check the exact specification, accuracy, reliability, and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.

8. This document and the information contained herein are Strictly Confidential and are for use of only the person (s) to whom it is issued/ downloaded from the website. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisors).

9. **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its Bid and DWO, Deogarh will in no case be responsible or liable for those costs.

The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will /may result in the rejection of the Bid.

**10. Amendment of Bidding Documents:** At any time prior to the deadline for submission of Bids, the DWO, Deogarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by way of issuing a corrigendum/addendum as per Clause No. 5 of General Terms & Conditions. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing of their Bids, the **Owner** may, at its discretion, extend the deadline for the submission of Bids.

**11. Mode of Submission of Bid:** The bids must be submitted in double cover system. The technical bid and Financial/ Price bid are to be placed in two separate envelopes super scribed “**Technical Bid/ Financial Bid**” and then putting them in a single cover super scribing name of work i.e. “Supply of 148 nos. of stainless steel dining table” by registered or speed post or through couriers only. The bidder must ensure that the bids are submitted to the appropriate authority at specified place, date and time indicated in the Tender notice / bid documents. The bidders are required to provide their phone numbers & email Id for necessary communication. Bidders shall not be permitted to alter or modify their bid after expiry of deadline for receipt of bid. All the bid documents shall be self-attested in all pages failing which the bid will be rejected. List of the documents to be submitted is mentioned in the Check List (At **Annexure-F**). The bids received after scheduled date and time due to any reason including postal delay will not be considered.

**12. Modification and Withdrawal of Bids:** Any corrigendum / addendum / modifications will only appear in District website [www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in). Interested bidders may visit the website [www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in) for detail enquiry.

**13. Bid Price:** Bidders have to quote price for the items of supply covered under this specification strictly. The total Bid Price shall also cover all the Bidder's obligations mentioned in or reasonably to be inferred from the Bidding Documents in respect of Supply, testing, inspection, Transportation to the consignee point, all in accordance with the requirement of Tender Documents. The Bidder shall complete the appropriate Price Schedules enclosed format stating the Taxable value for each item including inspection, packing & forwarding, Transportation & insurance, loading & unloading charges, GST.

In case there is any increase or decrease in the quantity of the item as compared to those mentioned in the IFB, the contract price shall be subject to increase/ decrease proportionately on pro rata basis. In case of repeat order of the purchaser, the lowest price shall prevail up to 1 year from the date of opening of price bid. Prices quoted by the Bidder shall be “Firm” during the financial year 2025-26 and not subject to any price adjustment during the performance of the Contract. A Bid submitted with variable Price or an adjustable price clause shall be treated as non-responsive and rejected out rightly.

**14. Procedure for Opening the Bids:**

- a. The Technical bid will be opened first.
- b. Then Bidders shall go through Demonstration of the product.

- c. After completion of Technical and Product demonstration evaluation, financial bid will be opened.
- d. If due to any reason the due date is declared as a holiday the bid will be opened on next working date at the same time & venue.
- e. The bid will be opened in the presence of the bidders or their authorized representatives. The authority will not be responsible if the bidder is not present.

**15. Technical Evaluation:** The technical evaluation shall be made of such bids who will be qualified as per the criteria laid down in general terms and conditions of the bid. The technical evaluation shall be made by the Tender Committee of DWO, Deogarh.

**16. Validity:** The offer shall be valid for a period of 1 year from the date of bid opening of the Technical Bid.

**17. Alternative Bids:** Bidders shall submit Bids, which comply with the Tender Documents. **Alternative bids shall not be considered for evaluation.**

**18. Paying Officer:** Payment will be released by DWO, Deogarh after receiving the bills. The payment shall be made in INR through NEFT/ RTGS etc. Deduction of Income Tax, Service Tax, etc. at source from Payments to Suppliers. This will be done as per the existing law in force during the currency of the contract.

**19. Materials:** All materials required for the execution of work shall be supplied by the bidders as per the technical specification provided at **Annexure-B**.

**20. Evaluation of Samples:** Bidder must have to submit samples to the indenting authority on the date of opening of bid and if not submitted the sample, then his bid will be rejected.

**21.** This office reserves the right to increase or decrease the actual quantity of any item of requirement. The Successful Bidder shall have to supply the items or execute the work within 15 days after issue of award letter at the lowest rate.

**22. Consignees:** The materials are to be delivered at school point of Deogarh District at the cost of the bidder.

**23. Quality of Product:** If any item/ product is found not as per to the required specification or in damage/ breakage condition by "Consignee/ Any authorized Representative of the Consignee", the bidder shall have to rectify/ replace the same without any extra financial cost.

**24. Accident:** The bidder shall be responsible for any accident during execution of the work for the work order for which he has to arrange workmen's compensation insurance.

**25. Insurance:** The bidder shall be responsible for any cost of the insurance.

**26. Warranty:** The items should be guaranteed for trouble free operation and submit the certificate of warranty period of the supplied products shall be for a **period of 2 (two) years** from the date of final acceptance of goods at consignee location. The repair and maintenance including replacement of defective accessories of the system during the warranty period shall be done by the bidder at his own cost.

**27. Completion Period:** The agency has to supply all the items within 15 days after the issue of award letter. If any deduction of payment will be made by the indenter towards late delivery, same shall be deducted from your payment.

**28. Escalation:** No escalation clause except the admissible tax component under the period of consideration shall be accepted.

**29. Liquidated Damages:** In case the supplier fails to complete the work within the stipulated period the liquidated damage maximum up to 10 percent shall be recovered over the left-over work.

**30. Arbitration:** The purchaser and the supplier should try to resolve the disputes, if any, arising out of the contract, amicably between themselves, failing which the same shall be referred to the DWO, Deogarh for adjudication as the sole Arbitrator under the provisions of the Arbitration and Conciliation Act, 1996 whose decision will be final and binding on all the parties to the dispute.

**31. Performance Security:** The successful bidder shall deposit Rs.1,00,000/- (Rupees One Lakh) only in shape of performance bank guarantee. The performance security will be kept with DWO, Deogarh for a time period of one year from date of agreement. The Performance security will be released to the bidder after warranty period of One year without any interest, if he/she undertakes minor repair of the units supplied successfully by that time. In case repair is not taken up within 15 days of intimation, then repair will be made by the undersigned and the cost incurred will be met out of the performance security

**32. Legal dispute:** The contract shall be interpreted in accordance with the laws of the Union of India within appropriate courts at Deogarh Jurisdiction only.

**33. Authority reserves the right to accept or reject any or all tenders and cancel the tender process without assigning any reasons thereof.**

  
District Welfare Officer  
Deogarh.

**APPLICATION FORM FOR BIDDING**

**(Details of the Applicant /Bidder)**

1. Name of the Registered bidder: -
2. Name of the authorized person: -
3. Address: -
4. Contact number: -
6. Email id: -
5. PAN Number (copy enclosed): -
6. GST Number (copy enclosed): -
7. GST Clearance certificate no with date: -
8. Enclosed: -
  - i) Xerox copy of PAN Card
  - ii) Xerox copy of GST Registration along with up-to-date return Certificate
  - iii) Xerox copy of Udyam Registration Certificate
  - iv) Copy of Income Tax Clearance Certificate for last three years.
  - v) Copy of Last 3-year audited balance sheet with a CA certificate with UDIN
  - v) DIC Registration Certificate
  - vi) Bidders Affidavit (Enclosed in Annexure-D)
  - vii) Undertaking to deliver the goods at school point (Enclosed in Annexure-C)
  - viii) All other documents should be self-attested.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

**Place**

**Date**

**Seal & signature of the vendor**

**TECHNICAL SPECIFICATION.**

SL No.	Item Name	Specification	Nos. of item to be procured
1	Stainless steel dining table	<p>a. Material: - Stainless Steel robust structure of dimension 2800x1066.8 x770 mm</p> <p>b. Seating capacity: - 8 seater</p> <p>c. Top :- 25mm thick SS plate of good quality steel section. Vertical supports are SS material with levelled foot rest. The edges of table top is bevelled edges with proper fillet.</p> <p>d. Stool type: -Stools are SS materials and attached Folding Stool (Round)</p> <p>e. Stool size: - 600 mm diameter and gap between 02 stools is minimum 250 mm .</p>	148

  
District Welfare Officer  
Deogarh  
28/01/26

Annexure-C

To  
District Welfare Officer  
Deogarh.

UNDERTAKING FOR SUPPLY OF 148 NOS. OF STAINLESS STEEL DINING TABLE  
TO SCHOOL POINT OF DEOGARH DISTRICT.

We confirm that we have the capacity to supply the required items to different schools & hostels of Deogarh district as per the requirements in a time frame of 15 days.

For and on behalf of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (with Seal)

(to be submitted in Rs.100/- non-judicial stamp paper)

**ANNEXURE - D**

**BIDDER'S AFFIDAVIT**

I, Shri/Smt/Ms..... (Designation).....  
Of (name of the bidder Enterprises) .....solemnly state the following.

1. That annual turn-over of my enterprises is less than Rs. 50 Cr.
2. That my enterprise has a valid Udyan Registration bearing No \_\_\_\_\_ within the jurisdiction of the State of Odisha.
3. That manufacturing plant/unit of my enterprise is located in Odisha in Village/Town/City \_\_\_\_\_, Block/ULB \_\_\_\_\_, Dist \_\_\_\_\_.
4. That the goods for which I am submitting this bid are manufactured in the above mentioned manufacturing plant/unit of my enterprise.
5. That the goods to be supplied by my enterprise shall be its own manufactured goods.
6. That my enterprise shall not supply goods which are not manufactured by my enterprise.
7. That my enterprise has not been blacklisted/debarred by any Government Organization from participating in current procurement process.
8. That my enterprise comes under the definition of Odisha Small Manufacturing Enterprise (OSME), as defined in the policy, and is therefore, eligible for preferences and relaxations provided in the policy for OSMEs.
9. That I am submitting this affidavit in response to the tender No..... dated..... invited by District Welfare Officer, Deogarh for supply of stainless steel dining table.

I certify that all information furnished by me as above are true and correct. If any information is found to be incorrect, I and my enterprise shall be liable for any punitive action as deemed appropriate by competent authority.

Date \_\_\_\_\_

Signature of bidder

Name of the bidder

Address

Mob No.

E-mail

**TENDER FORM - B**

**Financial Bid**

Sl. No.	Name of the Items	Rate per unit (Including all taxes & Transportation)	Total Rate of 148 nos. of stainless steel dining table (Including all taxes & Transportation)
1	148 nos. of stainless steel dining table		

(Rupees ..... ) only/-

For and on behalf of \_\_\_\_\_  
(Name and address of tendering firm) \_\_\_\_\_

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

**CHECK LIST.**

**TECHNICAL BID**

Sl. No.	Particulars	Please put tick mark in the respective box: (Document Submitted: Yes/No)				Details	
		Yes		No		Page No.	
1	Copy of Udyam Registration Number Certificate	Yes		No		Page No.	
2	Copy of DIC Registration certificate	Yes		No		Page No.	
3	Copy of GST certificate	Yes		No		Page No.	
4	Copy of PAN of the Organization/Bidder	Yes		No		Page No.	
5	Latest GST Return Copy	Yes		No		Page No.	
6	IT Return Copy of last 3 Assessment years (2022-23, 2023-24 & 2024-25)	Yes		No		Page No.	
7	Last 3-year audited balance sheet with a CA certificate with UDIN	Yes		No		Page No.	
8	Annexure-A	Yes		No		Page No.	
9	Annexure-B	Yes		No		Page No.	
10	Annexure-C	Yes		No		Page No.	
11	Annexure-D	Yes		No		Page No.	
12	Annexure-E	Yes		No		Page No.	