



OFFICE OF THE TAHASILDAR, SONEPUR

Notice No. 1720 /Dt- 10.04.2025

TENDER CALL NOTICE

Sealed Quotations are invited from the reputed and authorized manufactures/firms/agencies/dealer of Godrej Company having GST registration for supply of Furniture and Fixtures for use in Tahasil Office, Sonapur and R.I. Circle Offices under it of Subarnapur District. The Bid documents should be submitted through Speed Post or Registered Post as per the term and conditions specified below in the envelope duly marked on the top "Quotation for supply of Furniture and Fixtures" in the Office of the Tahasildar, Subarnapur, District- Subarnapur.

The bidder shall submit the following documents:-

1. Attested photocopy of the up-to-date G.S.T clearance certificate and (GSTIN No.)
2. Attested photocopy of the PAN Card in the name of Proprietor of the Agencies/Firms with 3 years Income Tax return i.e Financial year 2021-22 to 2023-24.

The term and condition of the tender shall be as follows:-

1. The details quotation along with term and conditions can be downloaded from Notice Board of the Tahasil Office, Subarnapur or subarnapur.odisha.gov.in from 10.04.2025 to 05.05.2025.
2. The application for bid documents and requirement with specification is enclosed in Annexure-A.
3. Each Quotationer should submit only one quotation.
4. The bidder shall deposit a sum of Rs. 5,000/- (Rupees five thousand) only towards security deposit in shape of Bank Draft drawn in favour of Tahasildar, Sonapur payable at SBI, Sonapur and to be attached the same in original with the quotation. No exemption certificate will be accepted.
5. The rate inclusive of all taxes with transportation charges should be quoted with specific Brand of Company.
6. The last date of receipt of sealed tender is on. 05.05.2025 up to 5.30 P.M through Registered Post/Speed Post addressed to the Tahasildar, Sonapur, District- Subarnapur. The rate should be clearly mentioned on the tender paper both in figure& words and duly signed by the suppliers concerned; otherwise the tender is liable to be rejected. The authority will not be responsible for any postal delay.
7. The tender paper will be opened on. 06.05.2025 at 12.00 PM in the office chamber of the Tahasildar, Sonapur by the Purchase Committee. The tender without sample is liable to be rejected.
8. The purchase committee shall not be bound to accept the lowest rate, but the acceptance of the tender shall be based on the best quality of the product.

9. The Earnest Money Deposited by quotationer, whose tender shall not be accepted, will be returned to them only after final acceptance of the Purchase Committee.
10. The finally accepted tenders shall supply article within 15 (Fifteen) days from the date of receipt of supply order at their own cost to the store-in-charge of the Tahasil Office, Sonapur and R.I. Circle Offices under Tahasil Sonapur (Sonapur, Bishimunda, Khari, Khaliapali, Lachhipur) in good condition as per the selected specifications.
11. Purchase Order will be placed by the Tahasildar, Sonapur and quantity of article for supply order may increase or decrease subject to their availability of funds.
12. The Purchase Committee reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


Tahasildar, Sonapur

Tahasildar
Sonapur

Memo No. 1721 Date. 10.04.2025

Copy submitted to the ADM, Subarnapur for favour of kind information and necessary action.

Copy submitted to the Sub-Collector, Sonapur for information and necessary action.

Copy to the Block Development Officer, Sonapur/ Sub-Registrar, Sonapur/ DEO, Subarnapur/ BEO, Sonapur for information. They are requested to display the same in their office notice board for wide publicity.

Copy to the DIO, NIC, Subarnapur for information with a request to publish/host the notice in district website subarnapur.odisha.gov.in.

Copy to the Office Notice Board.

Copy to the Nazir of this Tahasil for information.


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ANNEXURE-A

**QUOTATION CALL NOTICE FOR PROCUREMENT OF FURNITURE AND FIXTURES
FOR REVENUE RECORD ROOM OF TAHASIL FOR THE YEAR 2025-26**

1. Name and Address of the Quotationer:
2. Details of EMD: DD No.....Date.....
3. GST No. :
4. Income Tax Return (Last 3 years) :
5. PAN No. :
6. Additional Information if any :

Sl. No.	Name of the Items	Item required	Brand mentioned by the Quotationer	Rate Quoted by the Quotationer including all taxes
1	2	3	4	5
1	Steel Almirah, Godrej Storwel Plain	6 Nos.		
2	Companion C9 Computer Table	5 Nos.		
3	7B with armrest Chair	11 Nos.		
4	T-8 Table	8 Nos.		
5	T-9 Table	2 Nos.		
6	Thrill High Back Chair	1 Nos.		
7	Finesse Table- 6030, ERU- 5216 RHS with Pedestal	1 Nos.		
8	Godrej Multiflex Rack	5 Nos.		

Signature of the Quotationer