

OFFICE OF THE TAHASILDAR, BIRMAHARAJPUR
DIST-SUBARNAPUR

(EXPRESSION OF INTEREST)
NOTICE

No. 3836 /Date-21/7/2025

Last date of receipt of Tender
Opening of Tender
Venue

:11.08.2025 up to 1 P.M
:12.08.2025at 3.30P.M
: Court chamber of Tahasildar, Birmaharajpur

Expression of Interest in plain paper in 2 BID systems are invited from intending Godrej manufactures/Authorized Suppliers/ Dealers/ Co-operative societies having valid GSTIN Registration and up to date sales Tax and I.T clearance for supply of Furniture & Fixtures to Tahasail Office, Birmaharajpur as per the term and conditions.

The details of furniture & Fixtures for supply with term and conditions can be downloaded from the District Website, www.subarnapur.nic.in.

Memo No. 3837 /Date: 21/7/2025

Copy submitted to District Information Officer, Subarnapur for favour of information and necessary action. He is requested to upload the E.O.I. Notice & Terms and conditions in the District Website.


Tahasildar, Birmaharajpur
Birmaharajpur

Memo No.3838 /Date: 21/7/2025

Copy submitted to all Tahasildar/ All B.D.O/ All C.D.P.Os of Subarnapur district for information with a request to display the same in the notice board.


Tahasildar, Birmaharajpur
Birmaharajpur

Memo No.3839 /Date: 21/7/2025

Copy submitted to the Additional District Magistrate, Subarnapur/ Sub-Collector, Birmaharajpur for information and necessary action.


Tahasildar, Birmaharajpur
Birmaharajpur

INVITATION OF BID FOR SUPPLY OF FURNITURE

Sealed Quotations are invited from the reputed authorized manufactures/firms/agencies/dealer of Godrej Company having GST registration for supply of Furniture and Fixtures for use in Tahasil Office, Birmaharajpur ,of somepur 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 name of the "The Tahasildar, Birmaharajpur, District-Subarnapur..The Original Godrej Equipment Manufacturer (OEM)/OEM authorized Supplier/ Dealer/ Distributor/ Retail seller for supply of required number of "Furniture" for Record Room of Tahasil Office Birmaharajpur under two bid systems (Technical & Financial).

SCOPE OF WORK AND GENERAL INSTRUCTIONS

1. Eligibility Criteria:

- a) Have valid registration under GST (GSTIN)
- b) Income Tax (PAN/TAN)
- c) Provide a Manufacturer's Authorization Form (MAF) if an authorized supplier/seller .
- d) Not been blacklisted or debarred by any Government authority or convicted for fraud, supply issues, or misrepresentation.

2. APPLICATION PROCEDURE

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribing "**Technical Bid for supply of Furniture & Financial Bid for supply of Furniture**". Both sealed envelopes should be kept in another sealed envelope super scribing "**Proposal for Supply of Furniture**".
 - (b) **Technical & Financial Bid**.
The Bidder has to fill up the technical bid Form (**Tech-1, 2, 3**) & submit it with a separate envelope with photo copy of all self-attested documents as mentioned in **para-2 (e)** below. The technical Bid should be serially page marked. Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1**) and to be submitted in separate sealed envelopes.
 - (c) The Bid document for tender should be addressed to the Tahasildar, Birmaharajpur, At- Birmaharajpur-767018(Dist-Subarnapur).
 - (d) The Bid document shall be available in the website of Subarnapur district: <https://subarnapur.odisha.gov.in/interestedbidder> can download the same from the above website and the cost of the bid processing fee is to be enclosed in shape of Demand Draft/ bankers cheque in favour of "Tahasildar, Birmaharajpur" payable at Birmaharajpur along with the Bid documents.
 - (e) The interested Bidder are to enclosed self-attested photo copies of the following valid documents in the Technical Bid envelope.
 - (i) GST Registration Certificate(GSTIN),
 - (ii) PAN/TAN
 - (iii) DD/Bankers cheque amounting to Rs.1,000/- as Bid processing fee (Non refundable)
 - (iv) Manufacturers Authorisation Form (MAF) / certificate with OEM details such as name, designation, address, e-mail ID and phone no. in case of OEM authorized Supplier / seller.(optional for retailer)
 - (v) Format Tech-1, Tech-2, Tech-3
 - (vi) Format Fin-1
1. The Bidder who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered for opening.

REMISSION & OPENING OF TENDERS

- (a) The interested Bidders may submit the tender document complete in all respects and other requisite documents on or before 11/8/2025 at 05.00PM addressed to the Tahasildar, Biramaharajpur-767018, Dist- Subarnapur mentioned "TENDER DOCUMENT FOR FURNITURE" in closed cover and submitted by **registered Post / Speed Post/ Courier only**. The Tahasildar, Biramaharajpur shall not held responsible for any postal delay.
- (b) The Authority may, at its discretion extend the deadline for submission of tenders by amending the tender documents in which case all rights and obligation rest on the authority.
- (c) **Late Bidders:** Any bid received by the authority after the prescribed time and deadline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.
- (d) The Technical bids shall be opened at Office Chamber of Tahasildar, Biramaharajpur on 12/8/2025 in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
- (e) The Financial Bid of technically qualified bidders shall only be considered for opening. The Financial BID will be opened after technical evaluation.

5. REQUIREMENT & SPECIFICATIONS

At present the approximate requirement of Furniture mentioned in the Table below . However, Tahasildar, Biramaharajpur reserves the right to increase or decrease the quantity up to 25 percent at the time of placement of supply order at the contracted rates.

Sl. No	Item Description	Quantity
1	Steel Almirah	7 Nos
2	Steel Open Racks	10 Nos
3	Glass door Office Almirah	1 no.
4	Office Table (Big size)	1 no.
5	Computer Table	5 Nos
6	Computer Chair (Revolving)	10 Nos
7	Visitor Chair	30 Nos

6. SPECIFICATIONS :

The detailed specifications of the Furniture is given as **Annexure-A** of this Bid document. The bidder is to offer the product in conformity with the specifications mentioned in the BID document. The Bidder is to submit Data Sheet of the product offered in the bid in **Tech-3 format**. The Tahasildar, Biramaharajpur can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the proposal of the bidder is liable for rejection.

7. EVALUATION PROCESS

The Purchase Committee for the purpose will evaluate the Technical BID & Financial BID as follows:

- a. **Evaluation of Technical Bid:** On opening the technical bid, the documents/ papers as asked for in the bid document as well as offer product of the bidders in respect of the specifications will be evaluated by the purchase committee. The bidder submitted all the requisite documents/ papers and offered the required product in conformity with the specifications as asked for in the bid will be declared as "Technically Qualified". Financial Bid of the technically qualified bidder/s so declared will only be considered for opening.
- b. **Opening of Financial Bid:** The names of the technically qualified bidders after evaluation will be declared in the meeting. Financial Bid of only the technically qualified bidders will be opened in the meeting. The rate quoted by the bidders will be declared in the meeting. *If two bidders come up with lowest quoted price, preference will be given to local and nearest supplier/seller/retailer.*

8. Acceptance or Rejection of the Bids:

- (a) The Tahasildar, Biramaharajpur reserves the right to accept / reject any or all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/ damage suffered by the bidder/s on account of such rejections.
- (b) Any bid within complete information is liable for rejection.

Award of Contract, Signing of agreement and deposit of performance security

- (a) The contract will be awarded to the Bidder/s substantially responsive to the Bid & who has offered the lowest evaluated cost.
- (b) The selected bidder/s will have to enter into an agreement with the Tender Inviting Authority i.e. Tahasildar, Birmaharajpur. The agreement duly filled in indicating the amount of "Performance Security" and signed by the supplier with the attestation and common seal affixed with special adhesive stamp (Non-Judicial) not less than worth of Rs.10/- (Rupees Ten) only should be submitted within 03 days from the date of issue of supply order. The first page of the Agreement should be written on non-judicial stamp paper of Rs.10/- if stamp paper of Rs.10/- denomination is not available, a no. of small denomination may be used in that place.
- (c) The Authority reserves the right to modify any term in the bid document at the time of execution of agreement, if necessary.
- (d) If a special situation arises, where the lowest evaluated responsive bidder/s is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered on the next higher responsive bidder/s(s) at the rate offered by the lowest evaluated responsive bidder/s, after recommendation of the purchase Committee.

10. Delivery Schedule:

The materials are required to be supplied to the O/o the Tahasildar, Birmaharajpur, Dist-Subarnapur within 07days from the date of issue of purchase order.

- 11. Post delivery Inspection:** After supply, installation and commissioning of the Furniture by the successful bidder at the Tahasil Office, Birmaharajpur, the Post Delivery Inspection (PDI) shall be done by the purchase committee member in presence of the authorized person of the supplier. In case of the Furniture so supplied does not confirm the required specifications as mentioned in the Bid document, the same will be returned to the supplier. The supplier will have to supply afresh.

12. Release of payment

The 100% payment will be made within 30days after receipt of the required reports/ Papers/ documents as under;

- a. Satisfactory completion of the supply, installation & commissioning of goods
- b. Receipt of receive & stock entry certificate
- c. On fulfillment of all other conditions of the contract.
- d. Outcome of post delivery inspection(PDI)
- e. Four self-inking carbon copies of the GSTIN invoice level as well as bank details for payment purpose.

13. Penalty:

Overall responsibility of the quality confirming the tendering specification shall rests with successful bidder/s. If the goods supplied are not fully in conformity to the required specification, the Tahasildar, Birmaharajpur reserves the right to exercise its discretion to impose penalty such as price reduction, initiating of proceedings towards blacklisting of bidder/s etc which will be binding on the supplier.

14. Bid validity period.

The BID shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the Bid. The Tahasildar, Birmaharajpur reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

15. Amendments to BID terms, conditions and issue of Corrigendum/ addendum:

- a. Three days before the last date of submission of Bids, the Tahasildar, Birmaharajpur may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment/corrigendum.
- b. The amendment in shape of corrigendum/addendum will be notified on the websites **subarnapur.odisha.gov.in** and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- c. In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the Tahasildar, Birmaharajpur may at its discretion, extend the deadline for the submission of bids.

16. Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. In such case, the bids will not be considered.

17. Bidders are advised to check applicable GST on their own before quoting. The Tahasildar, Birmaharajpur will not take any responsibility in this regards. GST reimbursement will be as per actual or as per applicable rates (whichever is lower), subject to the maximum of quoted GST%.

18. Warranty period of the supplied products shall be as given in specifications from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods at Office of the Tahasildar, Birmaharajpur.

19. Without prejudice to Buyer's(the Tahasildar, Birmaharajpur) right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Supplier/Seller, if:

- i) The Supplier/Seller fails to comply with any material term of the Contract.
- ii) The Supplier/Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii) The Supplier/Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
- iv) The Supplier/Seller becomes bankrupt or goes into liquidation.
- v) The Supplier/Seller makes a general assignment for the benefit of creditors.
- vi) A receiver is appointed for any substantial property owned by the Supplier/Seller.
- vii) The Supplier/Seller has mis represented to Buyer, acting on which mis representation, Buyer has placed the Purchase

20. Resolution of Disputes:

(a) Any dispute between the Tender Inviting Authority (Tahasildar, Birmaharajpur) and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act, 1996 of India.

21. Applicable Law and Jurisdiction of Courts:

(a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.

(b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Birmaharajpur.

(c) Prior notice shall be given to The Tahasildar, Birmaharajpur in writing in their respective letter heads signed only by the designated signatories as in contract agreement all proceedings related to the Contract. Arbitration shall be invoked as a pre-condition before approaching courts and tribunals.


Tahasildar, Birmaharajpur
Tahasildar
Birmaharajpur

(Specification –Steel Almirah)

Annexure-A

Specifications	Specifications name	Specifications Values
GENERAL	Type of Almirah steel	Generally conforming to BIS specification
	Installation	Almirah Steel shelving cabinets
	Pedestal	Free standing
	No of shelves (Nos)	4
	Type of Shelves	Fixed
	Locker Provided	Yes
DIMENSION	Number of Doors (Nos)	2
	Height (Without Pedestal) (in mm) (+/- 10 mm)	1970
	Width in mm (± 10 mm)	910
	Depth in mm (± 10 mm)	480
MATERIAL	Material	High strength CRCA sheets conforming to grade CRI of IS 513
	Finish	powder coated
	Uniformly distributed load (UDL) for shelves	60 kg
WARRANTY	WARANTTEE PERIOD IN NUMBER OF YEARS	1 year

(Specification –Glass door Almirah)

Specifications	Specifications name	Specifications Values
GENERAL	Type of Almirah steel	Generally conforming to BIS specification
	Installation	Almirah Steel shelving cabinets
	Pedestal	Free standing
	No of shelves (Nos)	4
	Type of Shelves	Fixed
	Locker Provided	Yes
	Number of Doors (Nos)	2
	Door type	Front glass door
DIMENSION	Height (Without Pedestal) (in mm) (+/- 10 mm)	1970
	Width in mm (± 10 mm)	910
	Depth in mm (± 10 mm)	480
MATERIAL	Material	High strength CRCA sheets conforming to grade CRI of IS 513
	Finish	powder coated
	Uniformly distributed load (UDL) for shelves	60 kg
WARRANTY	WARANTTEE PERIOD IN NUMBER OF YEARS	1 year

(Specification –Open steel racks)

Specifications	Specifications name	Specifications Values
GEENNERIC	Installation	Free standing
	No of shelves (Nos)	6, Flexible
DIMENSION	Height (Without Pedestal) (in inch) (+/- 3 inch)	78"
	Width (in inch) (+/- 2 inch)	36"
	Depth (in inch) (+/- 2 inch)	18"
MATERIAL	Material	CRCA sheets Mild Steel
	Finish	powder coated
	Sheet Thickness of sides	1.0 mm thickness (18-20 gauge)
	Uprights/Frames:	1.6 mm thickness (16-18 gauge)
	Shelf Capacity (Per Shelf):	80 kg
	Uniformly distributed load (UDL) for shelves	480 kg
	Weight	60-80 kg
WARRANTY	WARANTEE PERIOD IN NUMBER OF YEARS	1 year

(Specification –Computer Table)

	Product type.	Values
Dimensions	Size of Computer Table ±10 mm (LXXHH)	±200mm X 600mm X 750mm
Type	Type of Table	Rectangular wooden computer table with key board tray along with one right side drawer, Keyboard tray, (Optional: CPU stand/ Cable slot)
	Material of Table Top, Key board and drawer	Pre-laminated Particle boards
	Surface & other finishing	Powder Coating
	Thickness of Table Top etc.	18 mm
	Drawer	Slide mounting drawer
	Sliding of Key board tray	Provided with two telescopic channels with balls
	Warranty	Warranty period in number of years
Construction	Top	Knock down fitting
	Shelf	15 K.G.
	Drawer	5 K.G.
Load Bearing Capacity		

(Specification – Computer Chair Revolving)		
	Product type.	Values
Seat and Back:	Seat Size	Approx. 450 mm (W) × 420 mm (D)
	Back Size:	Approx. 390 mm (W) × 470 mm (H)
	Cushioning	High-density PU foam (minimum 45 ±2 density)
Type	Height Adjustment:	Pneumatic gas lift with lever; height adjustable by approx. 110 ±3 mm
	Arm Rest	The one piece armrest injection moulded from black nylon.
	Pedestal Assembly	The pedestal is injection moulded in black 30% glass-filled nylon and fitted with 5 nos. twin wheel castors(The twin wheel castors are injection moulded in black nylon
Load	Minimum static weight capacity	100-120 kg
		ISO 9001 certified
Warranty	Warranty period in number of years	Minimum one year

(Specification –Visitor Chair)

	Product type.	Values
Seat and Back Assembly	Seat Size	460 mm (w) x 400 mm(D)
	Back Size	460 mm (W) x 270 mm(H)
	Cushioning	The seat and Back are made from Seasoned wood polywood. The same is Upholstered with black synthetic leather and polyurethane foam.
Load	Minimum static weight capacity	100kg
		ISO 9001 certified
Warranty	Warranty period in number of years	Minimum one year
Arm rest		The armrest tube is made of M.S.E.R.W. tube and powder coat (DFT 40microns)
Under structure Assemble		The understructure Assemble is a cantilever (s) type frame made M.S.E.R.W tube and powder coated (DFT 40-60 Microns)

(Specification –BIG Table)

	Product type.	Values
Dimensions	Size of Computer Table ±10 mm (LXBXH)	1800mm X 900mm X 750mm
Type	Type of Table	Rectangular wooden table
	Material of Table Top, Key board and drawer	Pre-laminated Particle boards
	Surface & other finishing	Powder Coating
	Thickness of Table Top etc.(±2 mm)	18 mm
Warranty	Warranty period in number of years	Minimum one year

Tech -1 (Details of Seller and Undertaking)

Description	Full Details
Name of the Bidder:	
Address for communication: Tel: _____ Fax: _____ Email ID: _____	
Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: _____ Email ID: _____	
Registration/Incorporation Details Registration No: _____ Date & Year. : _____	
Address of Branch office in Odisha	
Bid Processing Fee Details Amount: _____ DD No.: _____ Date: _____ Name of the Bank: _____	
PAN/TAN Number: _____	
Goods and Services Tax Identification Number (GSTIN)	
Willing to carry out assignments as per the scope of work of the Bid Document	YES
Willing to accept all the terms and conditions as specified in the Bid Document	YES

Undertaking/Declaration

1. I, _____ Son/Daughter/Wife of Shri _____
_____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted/debarred/banned by any State Govt./UT/ Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.
6. I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provisions of this BID document are found violated, then the Tahasildar, Birmaharajpur shall without prejudice to any other right or remedy be at liberty to reject our Bid.

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:
Address of the Bidder

Nature and Type of Document/ Items	Whether enclosed (with page reference)	
	Yes/No	Page Reference
Self attested Copy of valid GST Registraticn Certificate(GSTIN)		
Self attested copy Valid PAN/TAN		
Bid Processing fee as applicable–non refundable (Rs.1,000/-)		
Manufacturers Authorization Form (MAF) / certificate with OEM details such as name, designation, address, e-mail ID and phone no.(in case of OEM authorized supplier/seller)		
Documentary Proof of Head office/Branch office in the State of Odisha (for MAF/OEM)		
Properly filled in Format-Tech-1, Tech-2, Tech-3		
Financial Bid (Fin-1)		

DECLARATION

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I/we accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90Days** from the date of opening of the BID and I we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:
Address of the Bidder

FINANCIAL BID FORM

Fin-1

COVERING LETTER

(In Bidder's letter Head)

To
The Tahasildar, Birmaharajpur

Madam,

I/We, the undersigned, offered to provide Furniture in accordance with your tender call notice No. _____ dated _____ .Our attached Financial Proposal is for the sum of Rs. _____ (_____) [Insert amount (s) in words and figures] as detailed below.

I/We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

ITEM	umber of items	Price quoted Including GST
(Steel almirah)		

Total Price Quoted for items including GST : Rs.

The above quoted price is inclusive of all taxes, charges, levies, cost of packing, transportation cost, delivery, installation commissioning etc.

I/we do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in accordance with the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**.

I/We have carefully read and understood the terms and conditions of the BID document and do hereby undertake to supply the articles.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:
Address of the Bidder: