

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUBARNAPUR
(Nizarat Section)

TENDER CALL NOTICE

No 11840 dated 11.09.2025

Sealed tenders are invited from the reputed and authorized manufacturers/ firms/ agencies/ dealer of Godrej company having GST registration, Pan Card for "**purchase of furniture and fixture for Collectorate, Subarnapur**" of Subarnapur District PIN-767017.

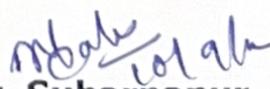
Sl. No.	Item	Size	Approximate Requirement (Quantity)	Rates quoted (In Rs.)(Per unit) including transportation charges.
1	Table	Godrej Impress Table (8X3.5)	Subject to availability of funds	
2	Table	Godrej Finesse table (6X3)	-do-	
3	Chair	Godrej Chair arrow High back	-do-	
4	Almirah	Godrej Storewel Plain	-do-	

The detailed tender shall be received by the Office of the Collector, Subarnapur -767017 **by 24/09/2025 till 05.00 PM** through Speed Post/ Registered Post only. The sealed quotations will be opened at **3.00 PM. on 25/09/2025** at the O/O Collector, Subarnapur. The bidders or their representative may remain present at the time of opening of the quotation failing which no complain/dispute in future shall be entertained.

This invitation for Tender is subjected to the terms and conditions appended below:

1. The application form of quotation/tender containing General Bid Information can be downloaded from Subarnapur District Website www.Subarnapur.nic.in from Dt 07/09/2025 to Dt.24/09/2025.
2. **Demand Draft for an amount Rs. 2000/- (Rupees two Thousand)** in shape of Account Payee Bank draft drawn in favour **Collector, Subarnapur payable at Sonapur** town to be submitted along with the tender as tender paper cost which is non-refundable in nature.
3. A sum of **Rs. 10000/-(Ten Thousand)** shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour Collector, **Subarnapur payable at Sonapur** town and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
4. The Quotation completed in all respect should reach the office of the Collector, Subarnapur, Pin-767017 on or before **24/09/2025 by 5.00 p.m through Speed Post/ Register Post only.**

5. Quotation received after due date and time will not be accepted.
6. The quotations should be sent in Sealed Cover addressed to Collector, Subarnapur Subarnapur-767017. **Separate envelops should be submitted for Financial & Technical bids.** The words **“purchase of furniture and fixture for Collectorate, Subarnapur”** of Subarnapur District PIN-767017 should be prominently written on the envelope containing the quotation.
7. The firm/ bidder must have Valid GST registration, Pan Card and income Tax Return details for 3 years i.e Financial Year 2022-23, 2023-24 & 2024-25.
8. The bidders must have an average annual turnover of 25 Lakhs in the in the presiding two financial year i.e 2023-24 & 2024-25. The balance sheet and profit and loss account shall be submitted duly audited by a chartered accountant in shape of proof.
9. The Technical bids will be opened first and successfully completed technical bidders will eligible to take part in the financial bids.
10. Work experience Certificate from authorised Offices/ copy of work order in support of execution of similar nature of work in nearby district of Govt Organisation in last three years.
11. The documents submitted by bidders shall be self attested or else liable for rejection.
12. In case submitted documents are found not genuine on complaint the bidder will liable for rejection at any time.
13. The contract shall be comprehensive and no extra charges will be admissible. The successful bidders are to install the materials in the office of the Collector, Subarnapur.
14. Payment will be made on successful completion of the work as per govt. procedure.
15. Tenders that do not satisfy the terms and conditions are liable to rejected summarily
16. Quantity of the furniture & affixture may increase or decrease marginally.
17. Bidders must furnish full data and information as required in this Tender Document.
18. The selected Bidder will supply furniture & affixture in the specified places within 21 days of supply order.
19. The Collector, Subarnapur reserves the right to reject any quotation in whole or in part without assigning any reason therefore.


Collector, Subarnapur
**COLLECTOR
SUBARNAPUR**

Memo No- 11841 Date- 11.09.2025

Copy forwarded to the Sub-Collector's Sonapur & Birmaharajpur /All BDOs/All Tahasildar /All Executive Officers of ULBs/All CDPOs/All District Level Officers of Subarnapur District/All Line Deptts. for information and necessary action. They are requested to publish the notice in their notice Boards for wide publicity

Collector, Subarnapur
COLLECTOR
SUBARNAPUR

Memo No- 11842 Date- 11.09.2025

Copy to DIO, NIC, Subarnapur for information. He is requested to upload the same in the district website for wide publication.

Collector, Subarnapur
COLLECTOR
SUBARNAPUR

Technical Bids

1. Name and address of the bidder:

Sl no	Particular items	Status(Yes/No)
1	Copies of Valid Registration certificate and GST Certificate	
2	Copy of audited balance sheet and profit and loss account for FY 2023-24 and 2024-25 clearly indicating the turn over.	
3	Work experience Certificate from authorised Offices/ copy of work order in support of execution of similar nature of work in nearby district of Govt Organisation in last three years	
4	Xerox copy of income tax clearance certificate/Pan Card of the supplier for last three years.	
5	DD for Rs 2000/- towards tender paper cost	
6	DD for EMD for Rs 10000/- towards security cost.	
7.	Photos of own infrastructure & location. (To be enclosed for verification).	

Date:

Signature of the Bidder with Stamp

Financial Bids

To,
The Collector
Subarnapur, Odisha-767017

Dear Sir,

Tender for supply of furniture and affixture for collectorate, Subarnapur.

We refer to the Invitation for Tender issued by you for "**Procurement of furniture and fixture**" for Collectorate, Subarnapur of Subarnapur District PIN-767017 as mentioned in the tender document.

We do, hereby offer to perform, execute and complete the works in conformity with the Scope of Work, Conditions of Tender and other specifications issued to us along with the Tender Document.

We have satisfied ourselves of the site conditions and examined all aspects of the Tender Document. Subject to the above, we do hereby agree, should this Tender be accepted, in whole or in part, to:

Abide by, perform and fulfil the terms and conditions of the Tender Document. Complete the Scope of Work within the Time Frame given in the Tender Document on issue of the Work Order.

We understand and accept that the acceptance of any Bid shall be at the sole and absolute discretion of Collector, Subarnapur, and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received. If the above-mentioned conditions are not fulfilled or are incomplete in any respect, the Tender is liable to be rejected.

Rate Quoted

Item Name	Specification	Nos required	Installation places	Rate to be quoted (In Rs both figure and word) per piece including all taxes , instalisation and transportation
Table			To be installed in Collectorate, Subarnapur	
Table				
Chair				
Almirah				

Date:

Signature of the Bidder with Stamp