



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE; CUTTACK  
(NIZARAT SECTION)

No. 864 /Niz./ dtd. The 26 June, 2025

**SHORT QUOTATION CALL NOTICE**

Sealed quotations are invited from the local Registered Agency/Firm/Authorised Dealers for procurement of items as Annexed at **Annexure-"A"** to be used at Special Circuit House, Cuttack. The sealed quotations should be dropped in the Tender box meant for the purpose kept in Nizarat Section of Collectorate, Cuttack during the office hours latest by - **11.00 AM** on Dt. **05/07/2025**. The General Bid and finance Bid shall be opened on **05/07/2025** at **3.30 PM** and at **4.00 PM** respectively in the Office Chamber of A.D.M. (Gen.), Cuttack in presence of both the members of the Purchase Committee and the Bidders or their authorised representatives. Quotations received after the stipulated date and time shall not be accepted.

**TERMS AND CONDITIONS**

1. Each Quotationer shall furnish valid Registration Certificate under DIC/ NSIC or Udyam/Udyog Adhaar with valid GST registration certificate.
2. Authorised dealer should submit valid OEM Authorisation Certificate.
3. Each Quotationer is required to deposit **Rs.1,000/- (Rupees One Thousand only)** towards tender application cost, which is non-refundable and refundable Earnest Money amounting to **Rs.10,000/- (Rupees Ten Thousand)** only in shape of Demand Draft in favour of Collector, Cuttack payable at State Bank of India, Main Branch, Collectorate Compound, Cuttack. Quotations applied without E.M.D. will summarily be rejected.
4. Up-to-date GSTR-3B & Income Tax clearance for the last three financial years with valid PAN shall be furnished alongwith Quotation papers without which the bid document will not be taken into consideration.

5. The intending Bidders shall furnish compliance to maintain the specification & brand of the items annexed at Annexure-A, General Bid as per Annexure-B and financial Bid as per Annexure-C.
6. The EMD amount of the successful bidder will be released only after satisfactory & successful delivery of the goods from the seller point to delivery location.
7. Any deviation in specifications as per Annexure-A as floated in bid will not be entertained & EMD amount of the successful bidder will be forfeited.
8. The Price to be quoted in the Quotation with respect to different renowned Branded Companies as specified at Annexure-A, shall include all cost, Taxes and Transportation charges etc. No additional charge over and above the bid price will be accepted.
9. General bid and Financial bid should be submitted separately in individual envelope and superscribed accordingly.
10. Financial bid document of the bidders qualified in general evaluation process will only be opened and bid of others will summarily be rejected on technical ground.
11. The successful bidder shall have to execute an Agreement with the Collector, Cuttack in Non-judicial Stamp paper worth Rs.10/- only in respect of prescribed Terms and Conditions within one day from the date of finalisation of the Quotation and the Order for delivery will be issued only after the said agreement is executed.
12. Payment will be made on successful delivery of goods as per work order after receipt of original Invoice/Bills alongwith receipt of satisfactory PDI report.
13. The Collector, Cuttack reserves the right to reject the Quotation without assigning any reason thereof. The decision of the Collector, Cuttack will be final and un-altered.

By Order of the Collector,

  
Asst. Collector, Nizapat,  
Collectorate, Cuttack

**ESSENTIAL ARTICLES TO BE PROCURED FOR USE AT  
SPECIAL CIRCUIT HOUSE, CUTTACK**

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<b>Sl No</b>	<b>Name of the required Articles</b>	<b>Name of the Brand</b>
1	Bed (King size)	Godrej/Juari/Kasmo
2	Dressing Table	Godrej/Juari/Kasmo
3	Mattress (King size)	Godrej/Sleepwell/Kasmo
4	Turkis Towel	Bombaydying/ Welspun
5	Hand Towel	Bombaydying/ Welspun
6	Dinner Set (La o Pela)	Milton/ Borosil
7	Bedsheet (King size)	Bombaydying/ Welspun
8	Office Table	Godrej/ Juari
9	Sofa	Godrej/ Juari

  
Asst. Collector, Nizarat,  
Collectorate, Cuttack

**GENERAL BID**

<b>Sl No.</b>	<b>Particulars</b>	
1	Name of the Firm/Supplier/Agency	
2	Detail Address for Communication	
3	Valid GST Number	
4	Valid PAN Number	
5	IT clearance of last 03 years	
6	OEM Authorisation certificate	
7	Mail ID & Contact details	

**Place:**

**Date:-**

**Signature of Bidder with stamp & seal**

**FINANCIAL BID****1. Name of Bidder:**

Sl No	Name of the required Articles	Name of the Brand	Unit price
1	Bed (King size)	Godrej/Juari/Kasmo	
2	Dressing Table	Godrej/Juari/Kasmo	
3	Mattress (King size)	Godrej/Sleepwell/Kasmo	
4	Turkis Towel	Bombaydying/ Welspun	
5	Hand Towel	Bombaydying/ Welspun	
6	Dinner Set (La o Pela)	Milton/ Borosil	
7	Bedsheet (King size)	Bombaydying/ Welspun	
8	Office Table	Godrej/ Juari	
9	Sofa	Godrej/ Juari	

**Place:****Date:-****Signature of Bidder with stamp & seal**