



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

No. 27 /Niz./ dtd. The 10 February, 2026

QUOTATION CALL NOTICE

Sealed in quotations are invited from the local Registered Agency/Firm/Authorised Dealers for procurement of essential items for furnishing of Special Circuit House, Cuttack as Annexed at **Annexure-"A"**. 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 **01.00 PM** on Dt. **21/02/2026**. The General Bids and finance Bids shall be opened on **21/02/2026** at **03.30 PM** and at **4.00 PM** respectively in the Office Chamber of A.D.M. (Gen.), Cuttack in presence of members of both the Tender evaluation 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 last three consecutive 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 maintain the specification & brand of the items annexed at Annexure-A, General Bid as per Annexure-B and financial Bid as per Annexure-C.

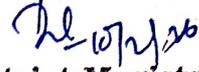
6. The EMD amount of the successful bidder will be released only after satisfactory & successful delivery of the goods from the seller point to delivery location i.e. Special Circuit House, Cuttack.
7. Any deviation in specifications at the time of delivery as per Annexure-A as floated in bid will not be entertained & if so, 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-C, 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 envelopes and superscribed accordingly. The bidders shall put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the Collector, Cuttack by **01.00 PM** on Dt. **21/02/2026** in the Office Chamber of A.D.M. (Gen.), Cuttack. On receipt, the technical proposals shall be opened first by the Tender evaluation Committee at **03.30 PM** on **21/02/2026**.
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 two days 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-ultered.

By Order of the Collector,


Addl. District Magistrate
Cuttack

Memo No. 28 /Niz., Dt. 10/02/26

Copy to the Notice Board of Collectorate, Cuttack for wide publication and information of General Public.


Addl. District Magistrate
Cuttack

Memo No. 29 /Niz., Dt. 10/02/26

Copy to DeGM to host the Quotation Call notice in District Website till -

01.00 AM on Dt. 21/02/2026 as mentioned below:-

Heading : Notice

Sub Heading : Tender

Caption in English: Quotation Call Notice for procurement of essential items for furnishing of Special Circuit House, Cuttack.

Caption in Odiya : ସ୍ୱତନ୍ତ୍ର ପ୍ରଦକ୍ଷିଣ ଗୃହ, କଟକ ରେ ବ୍ୟବହାର ହେବାପାଇଁ ଆବଶ୍ୟକ ହେଉଥିବା ସାମଗ୍ରୀ କ୍ରୟ କରିବା ନିମନ୍ତେ ଦରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉଅଛି


Addl. District Magistrate
Cuttack

Memo No. 30 /Niz., Dt. 10/02/26

Copy submitted to the Director, I & PR Deptt., Odisha, Bhubaneswar for favour of information and necessary action. He is requested to take step for publication of the subject matter relating to the Tender Call Notice in one daily local Odiya Newspaper and one national Newspaper within minimum space on **13.02.2026**.


Addl. District Magistrate
Cuttack

Memo No. 31 /Niz., Dt. 10/02/26

Copy forwarded to the members of Tender evaluation Committee for information and necessary action w.r.to this office order No. 27/dtd. 10.02.2026. They are requested to remain present at **03.00 PM** on Dt. **21/02/2026** for evaluation of bids submitted by bidders.


Addl. District Magistrate
Cuttack

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

SL. NO.	NAME OF THE REQUIRED ARTICLES	NAME OF THE BRAND	QUANTITY
01	DINNER SET	LAOPALA	05 SET
02	BED (KING SIZE)		05 NOS
03	SOFA	GODREJ	04 SET
04	OFFICE TABLE		02
05	VIP TEA CUP SET	LAOPALA	05 SET
06	COLOUR BEDSHEET (KING SIZE)	BOMBAYDYING	300 PIC
07	WHITE BEDSHEET (KING SIZE)	BOMBAYDYING	200 PIC
08	MICROWAVE OVEN (30 LTR)	IFB	02 PIC
09	DRINKING GLASS 290ML	OCEAN	50 PIC
10	DRINKING GLASS COVER		50 PIC
11	HAND TOWEL (WHITE COLOUR)	BOMBAYDYING	50 PIC
12	HAND TOWEL (COLOUR)	WELSPUN	100 PIC
13	TURKIS TOWEL (WHITE COLOUR)	BOMBAYDYING	50 PIC
14	TURKIS TOWEL (COLOUR)	WELSPUN	100 PIC
15	ROOM DOORMAT (PAOPOCH) (40x60)		40 PIC
16	ROOM DOORMAT (PAOPOCH) (40x60)		40 PIC
17	BED MAT (BIG SIZE)		10 PIC
18	RUBBER MAT		10 PIC
19	BED MAT (05x03)		20 PIC
20	MAIN DOOR GRASS PAOPOCH		05 PIC
21	COIR PAOPOCH		05 PIC
22	ROBUSTT 5L STAINLESS STEEL DUSTBIN		10 PIC
23	PLASTIC DUSTBIN		10 PIC
24	STAINLESS STEEL DINNER SPOON (16CM)		50 PIC
25	SERVING SPOON (06CMx23CM)		
26	PODIUM (1195CMS & BREADTHCMS & PLATFORM 104CMS)		02 PIC
27	STATE EMBLEM OF INDIA SHOULD BE AFFIXED ON THE WOODEN CHAIR		02 PIC
28	2-DOOR LOCKABLE ALMIRHA	GODREJ INTERIO	02 SET
29	THERMOSTEEL CARAFE CLASSIC HOT & COLD TEA/COFFEE POT (2000ML)	MILTON	04 SET
30	MILTON STAINLESS STEEL SOLID HOTCASSEROLE (5000ML)	MILTON	04 SET
31	HOTCASSEROLE (1500ML)	MILTON	08 SET
32	PLTIC BUFFET PATES		50PIC
33	QUARTER PLATE		50 PIC
34	BOWL (4.5 INCH& 210 ML)		50 PIC
35	SOUP AND DESSERT SPOON		20 PIC
36	THERMOSTEEL SOUP FLASK DELUXE (350ML)	MILTON	04 NOS
37	SOUP CONTAINER (10LTR)	MILTON	01 NOS
38	Dish washer		02 Nos


**Additional District Magistrate
Cuttack**

General Bid

Sl No.	Particulars	
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

SL. NO.	NAME OF THE REQUIRED ARTICLES	NAME OF THE BRAND	Unit price
01	DINNER SET	LA-O-PALA	
02	BED (KING SIZE)	KASMO	
03	SOFA	GODREJ	
04	OFFICE TABLE		
05	VIP TEA CUP SET	LAOPALA	
06	COLOUR BEDSHEET (KING SIZE)	BOMBAYDYING	
07	WHITE BEDSHEET (KING SIZE)	BOMBAYDYING	
08	MICROWAVE OVEN (30 LTR)	IFB	
09	DRINKING GLASS 290ML	OCEAN	
10	DRINKING GLASS COVER		
11	HAND TOWEL (WHITE COLOUR)	BOMBAYDYING	
12	HAND TOWEL (COLOUR)	WELSPUN	
13	TURKIS TOWEL (WHITE COLOUR)	BOMBAYDYING	
14	TURKIS TOWEL (COLOUR)	WELSPUN	
15	ROOM DOORMAT (PAOPOCH) (40X60)		
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20	MAIN DOOR GRASS PAOPOCH		
21	COIR PAOPOCH		
22	ROBUSTT 5L STAINLESS STEEL DUSTBIN		
23	PLASTIC DUSTBIN		
24	STAINLESS STEEL DINNER SPOON (16CM)		
25	SERVING SPOON (06CMx23CM)		
26	PODIUM (1195CMS & BREADTHCMS & PLATFORM 104CMS)		
27	STATE EMBLEM OF INDIA SHOULD BE AFFIXED ON THE WOODEN CHAIR		
28	2-DOOR LOCKABLE ALMIRHA	GODREJ INTERIO	
29	THERMOSTEEL CARAFE CLASSIC HOT & COLD TEA/COFFEE POT (2000ML)	MILTON	
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37	SOUP CONTAINER (10LTR)	MILTON	
38	DISH WASHER		

Place

Date

Signature of Bidder with stamp & seal