



OFFICE OF THE
MUNICIPAL COUNCIL, BALASORE.
BALASORE, (ODISHA), PIN-756003
Tel. No. 06782-251267(O), FAX No. 06782-251222
e-mail-balasoremunicipality @ rediffmail.com

No. 7627 /

Dated :- 05/11/2022

QUOTATION CALL NOTICE

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council, Balasore invites Sealed quotation from intending supplying firms/dealers/fabrications/individuals regarding supply of Office furniture as furnished below in the tribulate format:-

SL NO	NAME OF FURNITURE/STATIONARIES	SIZE AS PER REQUIREMENT	CATAGORY/NATURE OF THE COMMODITY	RATE PER UNIT(EXCLUDING-GST)
01	STEEL ALMIRAH	Size:-Height-6 ½ Feet Width- 36 " Depth of Self-20"	Steel Almirah made of 20 Gauge Sheet 4 Self two safe locker at its both side with exterior lock & handle.(ISI Brand) having coloured with Powder Coated for Office use.	
02	STEEL ALMIRAH CONSISTING OF 08 NUMBERS OF EXTERNAL LOCKER SYSTEM	Size:-Height-6 ½ Feet Width- 36 " Depth of Self-20" (Divided into 02 equal portion)	Steel Almirah made of 20 Gauge Sheet maintaining external locker system containing 06 equal lockers (03 locker in each part which should be continued to the other one). The open & close system of the locker shall be designed as door pattern. Safe guard & endurable lock & handle to be facilitated.(ISI Brand) having coloured with Powder Coated.	

The Quotationer shall apply in plain paper or letter pad along with the requisite documents as furnished below & on the top of the envelope be mentioned as "Quotation for supply of Office Furniture" which should be mouth Sealed. This QCN shall be entertained and can be downloaded from Official website of Balasore District, www.baleswar.nic.in from Dt. 09-11-22 to Dt. 19-11-22 upto 03:00 PM. The sealed quotations will be received up to 03.30 P.M on dt. 19-11-2022 in the Tender Box kept near the Office Chamber of the Executive Officer, Balasore Municipality OR in source of speed Post /Registered Post which will be Opened at 04.00 PM on dt. 19-11-22 in the Office Chamber of the Undersigned in presence of the quotationer or their authorized representatives who may be present at the time of opening of the quotation. The Undersigned will not held responsible for any postal delay. Quotations shall not be received if it comes/ applied beyond schedule date & time.


The Authority reserves the right to reject any or all the quotations without assigning any reason thereof. The date of opening of quotation can be re-scheduled according to the presence of the undersign & that should be intimated to the concerns if required.

TERMS & CONDITIONS SHOULD BE IN THIS WAY AS FURNISHED BELOW:

- 1- The Quotationer shall quote the rate excluding of all taxes against per Unit.
- 2- The materials should be made delivered to the Office of the Undersigned at its own cost of the firm.
- 3- Any transportation charges should not be paid extra by this establishment & any breakage during transportation of the materials should be compensated by the supplying firm itself.

(Continued to next page)

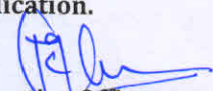
- 4- Any defection regarding colour, manufacture defect or other problem of spares should be born & complied by the supplying firm for a period of (02) year at least. And that should be ensured in written by the Quotationer in the Quotation paper.
- 5- The firm should enclose the photo copy of its PAN Card, GST Certificate along with their quotation.
- 6- Return filing acknowledgement of TDS & GST at the latest should also be submitted with the quotation by the firm.
- 7- DD of Rs.500/- towards paper cost & Rs.5,000/- towards EMD favouring to Executive Officer, Balasore Municipality should be submitted with the quotation paper by the firm.
- 8- EMD amount shall be made refund to the Unsuccessful quotationer maintaining Official criteria or as desired by the Undersigned. The EMD amount of the successful quotationer shall be made refund after completion of the warranty period and completion of the audit for that particular year. The amount of paper cost shall be treated as non-refundable.
- 9- The materials ordered should be received after verifying the quality & quantity by the DA Concern ~~ME/JE~~
- 10- The payment will be made after submission of the invoice in shape of A/C Payee cheque as regards to availability of funds.
- 11- Unavailability of any paper or documents found in the Quotations shall be held out right rejected.
- 12- ANNEXURE-I to be filled by the quotationer treated as mendatory.


Executive Officer,
Balasore Municipality.

Memo No. 7628 /

Dt. 05/11/2022


Copy submitted to Gen. & Misc Section, Collectorate, Balasore, D I P R O, Balasore & Notice Board, Balasore Municipality to affix the same in their notice board for wide publication.


Executive Officer,
Balasore Municipality.

Memo No. 7629 /

Dt. 05/11/2022

Copy to the District Informatic Officer (NIC), Balasore with a request to upload the QCN in the Official website of Balasore District, www.baleswar.nic.in for wide Publication.


Executive Officer,
Balasore Municipality.

Annexure - I

**APPLICATION FORM TO BE FILLED BY THE APPLICANTS & TO SUBMIT
WITH THE PROPOSALS**

1. Name of the Firms with address :-
2. GST Registration No (submit hard copy). :-
3. PAN No (submit hard copy):-
4. FY for which the TDS return filled (submit hard copy):-
5. FY for which the GST return filled (submit hard copy):-
6. Registration number of the firm if any (submit hard copy):-
7. DD Number & Date with amount for Paper Cost submitted:-
8. DD Number & Date with amount for EMD submitted:-
9. Cost of furniture described in Sl. No-01 in QCN sheet for each unit excluding GST:-
10. Cost of furniture described in Sl. No-02 in QCN sheet for each unit excluding GST:-
11. Contact Number of the Quotationer for correspondence:-

Mobile _____ Telephone _____

“ Certified that the information submitted above is true to the best of my Knowledge and belief.” (Hard copy of each documents should be enclosed)

“ Certified that the furniture to be supplied bears warranty of _____ years in every respects which should be complied during the period of warranty as per requirement.

**Seal & Signature of the
Quotationer/Tenderer**