



ZILLA PARISHAD, BALASORE
(ODISHA LIVELIHOODS MISSION)
{DEPARTMENT OF MISSION SHAKTI}



Letter No. 321 /25/OLM/BLS

Date: 27/05/2025

Quotation Call Tender Notice

Sealed quotations are invited from intending Suppliers/Farm/Agencies registered under GST for supplying **different items as per the specification given below** for District OLM Cell, Zilla Paishad, Balasore. The Details are mentioned as per the statement given below. Quotations completed in all respect shall reach to the office of the Chief Development Officer-cum-Executive Officer, Zilla Parishad, Balasore (OLM Cell) by **5.00 PM of 17/06/2025** through Register post/ Speed Post/ Courier Only. Quotations received after the due date and time will not be considered under any circumstances. The bids shall be opened on **20/06/2025** at 10.00 AM by the procurement committee in Zilla Parishad office (Conference Hall) in presence of the bidders or their authorized representatives. The application form of Quotation containing general bid information and terms & Conditions can be downloaded from website <http://balasore.Odisha.gov.in>.

For Category-A (Desktop, Laptop & Printer)

| Sl. No. | Items | Brief Description of the Items | Quantity | Delivery period | Place of delivery | Warranty | Installation Requirement if any |
|---------|--------------------|---|----------|--|--|---|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Desktop | Desktop (i5 O.S: Microsoft windows-10, Professional, Pre-loaded) 512GB SSD & 8 GB RAM From any reputed brand Preferably Dell, HP etc. | 02 nos. | Within 7 days of receipt of Purchase Order | DMMU OLM Cell & 12 BMMUs OLM Cell Balasore | The warranty in years for each item to be furnished by the Supplier | Yes |
| 2 | Laptop | Laptop (i5, 12th, 13 th and 14th Generation, O.S: Microsoft windows-10, Professional, Pre-loaded) 512GB SSD & 8 GB RAM From any reputed brand Preferably Dell, HP etc. | 12 nos. | | | | Yes |
| 3 | All in One Printer | All in One Printer, HP (126 A) | 13 nos. | | | | Yes |
| 4 | UPS for Desktop | Computer UPS (600VA) From any reputed brand Preferably Microtek, Luminous, i-Ball etc. | 03 nos. | | | | Yes |

For Category B: Office Furniture

| Sl. No. | Items | Brief Description of the Items | Quantity | Delivery period | Place of delivery | Warranty | Installation Requirement if any |
|---------|-----------------------------|--------------------------------|----------|--|----------------------------------|---|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Office Table | Office table (4'x2.5') | 12nos. | Within 7 days of receipt of Purchase Order | 12 BMMUs OLM Cell Balasore | The warranty in years for each item to be furnished by the Supplier | Yes |
| 2 | S Type Chair with High Back | S Type Chair with High Back | 12nos. | | | | Yes |

For Category C: Split AC

| Sl. No. | Items | Brief Description of the Items | Quantity | Delivery period | Place of delivery | Warranty | Installation Requirement if any |
|---------|--|--|----------|--|----------------------------------|---|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Inverter Split AC 1.5 ton with stabilizer (6KVA) | Inverter Split AC 1.5 ton with stabilizer (6KVA) | 12nos. | Within 7 days of receipt of Purchase Order | 12 BMMUs OLM Cell Balasore | The warranty in years for each item to be furnished by the Supplier | Yes |

1. **Bid Price**

- The contract shall be for the full quantity as described above.
- All duties, taxes and other levies payable by the dealer under the contract including transportation to Zilla Parishad, Balasore and Block points of Balasore district shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

2. **Each bidder shall submit only one quotation.**

3. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- Are properly signed; and
 - Confirm to the terms and conditions, and specifications.
- The Quotations would be evaluated for all items together of each category.

4. **Award of contract**

- The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order
- Payment shall be made after delivery of the goods through e-FMAS after submissions of bills and voucher. Separate bill be made for OLM, Zilla Parishad, Balasore i.e. **For OLM purpose** the bill will be made in favour of District Project Manager, DMMU, OLM, Balasore.
- A sum of **Rs.25000/- (EMD) for category-A, Rs.5000/-(EMD) for category-B and Rs.15000/-(EMD) for category-C** of bids shall be deposited separately by the intending bidders in shape of Account payee Bank Draft in favour of the **Chief Development Officer-Cum-District Mission Co-ordinator, OLM Balasore**. After completion of selection process, the amount (EMD) will be refunded to unsuccessful bidders as such.

7. Other Terms and Conditions:

- XV. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- XVI. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
- XVII. The 1st Lower Bidder cannot be claiming to supply the items, as the items will be purchased as per the specification and quality. The undersigned is not bound to place order to the lowest Quotationer. While considering the lowest Quotationer of any item other conditions such as suitability of the items, financial standard of the Quotationer, past business experience/brand, reliability of the guarantee etc. will also be considered.
- XVIII. The original certificate may be produced for verification when asked for. Quotation papers received beyond the stipulated date and time, and other required document shall be liable for rejection. The authority will not be held responsible for postal delay in the delivery of the documents or non-receipt of the same.
- XIX. The Quotationer has to bear the responsibility for proper and timely delivery and installation of goods and he has to bear the loss or damage if any of items during transit and installation.
- XX. The items, brand and quantity to be purchased will be decided by the quotation Committee taking the budget into consideration.
- XXI. The suppliers should attend the complains on the items supplied within 7 days.
The undersigned reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

Yours faithfully


Chief Development Officer,
Cum-District Mission Coordinator
OLM, Balasore 25/09/2025

Memo No. 322 /25

OLM Date 27-05-2025

Copy to the Notice Board of Zilla Parishad, Balasore/DeGM, Balasore for web hosting.


Chief Development Officer,
Cum-District Mission Coordinator
OLM, Balasore 25/09/2025

Annexure-I

| | | |
|---|--|--|
| 1 | Name of the Supplier | |
| 2 | Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address : | |
| 3 | Are you a dealer/reseller | |
| 4 | PAN with up to date Return (Copy to be attached) | |
| 5 | IT Return for FY-2022-23 & FY 2024-25 (Copy to be attached) | |
| 6 | GSTIN No. with up to date return as on 31-3-2025 (Copy to be attached) | |

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender

Document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:

Annexure-II

| Sl. No. | Description Goods | Specifications | Qty. | Unit | Quoted Unit Rate (in Rs.) | Total Amount (in Rs.) |
|---------|-------------------|----------------|------|------|------------------------------|--------------------------|
| | | | | | | |
| | Total | | | | | |
| | GST | | | | | |

Gross Total Cost: Rs.....

Total bid price (including Taxes and Other) in Rs. _____ (in Fig.) _____ (In Words)

Note :

(a) In case of discrepancy between unit price and total price, unit price shall prevail.

We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs. _____ (amount in fig.) (Rupees _____ (in words) within a period of 7 days from the receipt of purchase order.

(b) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Name of the Firm/Agencies:

Signature of the Bidder

Address:

Date and Seal Place: