

I/1678/2020

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, JAGATSINGHPUR**  
**(District Child Protection Unit)**

☎ 06724-221185, Email: dcpo.jagatsinghpur.od@nic.in

**[TENDER CALL NOTICE FOR SUPPLY OF FURNITURE & OTHER OFFICE EQUIPMENTS FOR DCPU,  
JAGATSINGHPUR]**

**Tender Call Notice No. 161/DCPU, Date. 19.03.2020//**

Sealed tenders are invited from the intending registered firm/ Supplying Agency for Supply of AC, Stabilizer for AC, Scanner, Executive Chair, Revolving Chair (Medium Neck), 03 Seator Waiting Area Visitors Chair, Wooden Office Chair, Executive-cum-Computer, Computer Table, Steel Almirah, Wall Fan, Photo Display Board etc. for District Child Protection Unit of Jagatsinghpur District.

Details of tender papers along with terms and conditions are available at district website i.e. **www.jagatsinghpur.nic**.

The tender paper (each page) must be signed by the tenderer as token of acceptance of the term and conditions.

The tender paper complete in all respect along with all required documents along with a Demand Draft of Rs. 200/- (Rupees Two Hundred) only from any nationalized bank towards cost of Bid document in favour of District Child Protection Unit, Jagatsinghpur payable at Jagatsinghpur must be submitted in a sealed cover at the office of the District Child Protection Officer, Red Cross Bhawan, Collectorate Campus, Jagatsinghpur on or before Dt. 26.03.2020 by 2.00 P.M.

The tender shall be opened on Dt. 26.03.2020 at 4.00 P.M. by the tender committee in presence of the tenderer or his/her authorised representatives

The tender(s) received beyond the scheduled date and time will summarily be rejected.

The Authority reserves right to accept or reject any or all tender paper without assigning any reason thereof.

  
19.03.2020  
**Additional District Magistrate**  
**Jagatsinghpur**

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**TERMS & CONDITIONS FOR SUPPLY OF FURNITURE & OTHER OFFICE EQUIPMENTS FOR  
DCPU, JAGATSINGHPUR]**

1. The intending registered firm / Supplying Agencies/ Authorised Dealer must be bonafide registered body having valid registration number. Xerox copy of the registration certificate should be attached.
2. The organization should have PAN and TIN holder and up to date GST clearance certificate. Xerox copies of GST clearance certificate PAN Card & TIN number should be attached.
3. Rate should be quoted inclusive of GST charges, installation cost, labour charges and delivery charges. The defective and damage materials if any must be replaced by the supplying agency.
4. The tender paper should be filled in properly and eligibly without any correction/overwriting. The Technical Bid is placed at **Annexure-A**. The rate per units should be written both in figures and words in the quotation/tender Form i.e. Financial Bid (placed at **Annexure-B**.)
5. The successful bidder will have to deliver the materials in the premises of DCPU, Jagatsinghpur as mentioned in the **Annexure-A** within 15 days from the date of issue of supply order.
6. All the materials will have to be delivered to the above address on their own cost. The transportation charges, loading and unloading of materials, labour charges shall be borne by the supplier.
7. The intending supplier may apply for a single item or more.
8. The bidder shall submit the quotation/tender documents within a sealed envelope super scribed as "**SUPPLY OF FURNITURE & OTHER OFFICE EQUIPMENTS FOR DCPU, JAGATSINGHPUR**".
9. Specification of the materials is placed at **Annexure- A**.
10. If any dispute arises the matter shall be referred to Tender committee for settlement of dispute.
11. The authority reserve right to reject any or all the tenders without assigning any reason thereof and shall bear no liability whatsoever consequent upon such decision.

  
19.03.2020  
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**TENDER FORM-TECHNICAL BID  
(Documents Submitted)**

1. Name of the Bidder / organisation :  
(in Capital letter)
2. Address of the organisation :
3. Name of the authorised Signatory :  
(in Block letters)
4. Specimen Signature :  
with Telephone No. :
5. Registration No. :  
(Attach attested copy)
6. GST clearance certificate :  
(Attach attested copy)
7. PAN/TIN or SRIN No. :  
(Attach attested copy)

**DECLARATION**

I/We hereby certify that, the terms and conditions specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that, in case of any deviation in the above statement at any stage, my tender is liable to be cancelled.

**Place:****Date:****(Signature and seal of the authorised signatory)**

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## ANNEXURE - A

SPECIFICATION FOR SUPPLY OF FURNITURE & OTHER OFFICE EQUIPMENTS FOR DCPU,  
JAGATSINGHPUR

Sl. No.	Name of the Article with Specification	Address of Delivery/Installation	Total Unit / Quantity
1	Air conditioner (Split AC, 1 Ton, Inverter 5 Star, Copper Condenser Coil, Make: LG/ Voltas)	District Child Protection Unit, Red Cross Bhawan, Collectorate Campus, Jagatsinghpur	01 No.
2	Stabilizer for A.C. (4 Kilowatt, Copper winding, Make: V-Guard/ Luminous)	-do-	01 No.
3	Scanner (HP Scan Jet Pro 3000 S3, up to 3500 pages per day, up to 35ppm/70 IPM, 50 sheets ADF, Auto features + OCR)	-do-	01 No.
4	Executive Chair (Revolving, High Neck, Steel Frame, Hydraulic with arms)	-do-	01 No.
5	Revolving Chair (Medium Neck, Hydraulic with arms)	-do-	01 No.
6	03 Seator Waiting Area Visitors Chair (Steel)	-do-	01 No.
7	Wooden Office Chair with Arm (Teak Wood)	-do-	04 Nos.
8	Executive-cum-Computer Table (Size: 3 ft x 4 ft, plywood make, laminated, with 03 sides cover, one side two drawer & another side shelve for CPU & UPS with key board tray)	-do-	05 Nos.
9	Executive-cum-Computer Table (Size: 3 ft x 5 ft, plywood make, laminated, with 03 sides cover, one side two drawer & another side shelve for CPU & UPS with key board tray)	-do-	01 No.
10	Computer Table (Size: 2 ft X 3 ft, laminated, 2 drawer, 3 shelves)	-do-	04 Nos.
11	Steel Almirah-cum-Book Self (Size: 6 ft. x 3 ft, 20 gauge, Total 05 Nos. of racks, top 02 racks for book self with 02 separate glass doors and bottom 03 racks for steel almirah)	-do-	01 No.
12	Wall Fan (12 inch x 16 inch, Make: Havels / Bajaj)	-do-	04 Nos.
13	Photo Display Board (Size: 3 ft x 3 ft, front glass box with lock system)	-do-	01 No.

  
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 DISTRICT MAGISTRATE  
 JAGATSINGHPUR

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## ANNEXURE - B

**SUPPLY OF FURNITURE & OTHER OFFICE EQUIPMENTS FOR DCPU, JAGATSINGHPUR  
(FINANCIAL BID)**

Sl. No	Name of the Article with Specification	Rate Quoted Per Unit/Quantity including all charges (Both in Figure and Words)
1	Air conditioner (Split AC, 1 Ton, Inverter 5 Star, Copper Condenser Coil, Make: LG/ Voltas)	
2	Stabilizer for A.C. (4 Kilowatt, Copper winding, Make: V-Guard/ Luminous)	
3	Scanner (HP Scan Jet Pro 3000 S3, up to 3500 pages per day, up to 35ppm/70 IPM, 50 sheets ADF, Auto features + OCR)	
4	Executive Chair (Revolving, High Neck, Steel Frame, Hydraulic with arms)	
5	Revolving Chair (Medium Neck, Hydraulic with arms)	
6	03 Seator Waiting Area Visitors Chair (Steel)	
7	Wooden Office Chair with Arm (Teak Wood)	
8	Executive-cum-Computer Table (Size: 3 ft. x 4 ft, plywood make, laminated, with 03 sides cover, one side two drawer & another side shelve for CPU & UPS with key board tray)	
9	Executive-cum-Computer Table (Size: 3 ft. x 5 ft, plywood make, laminated, with 03 sides cover, one side two drawer & another side shelve for CPU & UPS with key board tray)	
10	Computer Table (Size: 2 ft. X 3 ft, laminated, 2 drawer, 3 shelves )	
11	Steel Almirah-cum-Book Self (Size: 6 ft. x 3 ft, 20 gauge, Total 05 Nos. of racks, top 02 racks for book self with 02 separate glass doors and bottom 03 racks for steel almirah)	
12	Wall Fan (12 inch x 16 inch, Make: Havels / Bajaj)	
13	Photo Display Board (Size: 3 ft. x 3 ft, front glass box with lock system)	

Signature of the Quotationer/ Tenderer