



ଓଡ଼ିଶା କାର୍ଯ୍ୟାଳୟ , ଚିତ୍ରକୋଣ୍ଡା , ଜିଲ୍ଲା - ମାଲକାଙ୍ଗିରି

OFFICE OF THE TAHASILDAR, CHITRAKONDA, DIST- MALKANGIRI

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Pin- 764052

No. 3407//VI-09/2025. Niz.

Date:- 07.11.2025

TENDER CALL NOTICE FOR SUPPLY OF FURNITURE & FIXTURES

Sealed Tenders are invited from the intending Registered Firms / Supplying Agencies for supply of Office Furniture & Fixtures required by Tahasil & R.I. Circle Offices of this Tahasil. The Tender document with all information, instructions, terms and conditions etc. are available in the district website portal malkangiri.odisha.gov.in. The interested vendors / suppliers may refer the above website, read the tender document carefully and furnish the Tender proposal to the undersigned on or before 25.11.2025 (5.00 PM). The sealed tender may be submitted in sealed envelope superscribed as "**Tender Call Notice for Supply of Furniture and Fixture**".

The authority reserves the right to reject any or all the tenders without assigning any reasons thereof and shall bear no liability what so ever consequent upon such decision.

Cost of Tender Paper : The cost of Tender Paper is Rs.2,000/- (Rupees Two thousand) reserves only in shape of Demand draft drawn in any Nationalised Bank / Scheduled Bank in favour of **Tahasildar, Chittrakonda** payable at Chittrakonda.

Sale of Tender Papers : The Tender paper documents can be accessed in the Govt. / Malkangiri website malkangiri.odisha.gov.in only from **07.11.2025 to 25.11.2025**. Interested bidders will have to download the Tender documents from the same website only i.e. malkangiri.odisha.gov.in from **07.11.2025 to 25.11.2025**.

Date of Opening of Tender ; The sealed Tender papers shall be opened on **26.11.2025 at 11.00 AM** in Tahasil Office, Chittrakonda in presence of the vendors / suppliers or their authorised representatives having written authorisation for the purpose.

Memo No. 3408 /2025.


Tahasildar, Chittrakonda

Date:- 07.11.2025

Copy to Notice Board of this office for wide publication.

Copy to D.I. & P.R.O., Malkangiri for information and necessary action. He is requested to publish the Tender, dated.07.11.2025 in the notice board of D.I. & P.R.O. Office.


Tahasildar, Chittrakonda

Memo No. 3409 /2025.

Date:- 07.11.2025

Copy submitted to the Collector & District Magistrate, Malkangiri / Additional District Magistrate, Malkangiri / Sub-Collector, Malkangiri for favour of kind information and necessary action.


Tahasildar, Chittrakonda

Date:- 07.11.2025

Memo No. 3410 /2025.

Copy to the DeGM, Collectorate, Malkangiri for information and necessary action. He is requested to upload this Tender Notice and documents in the district portal malkangiri.odisha.gov.in for wise publicity.


Tahasildar, Chittrakonda

Date:- 07.11.2025

Memo No. 3411 /2025.

Copy to all Tahasildars / B.D.Os / C.D.P.Os in the district for information. They are requested to hang the Tender Notice in their office Notice Board for wide publication.


Tahasildar, Chittrakonda

Terms and Conditions of Tender Call Notice for supply of Office Furniture's and Fixtures required by Revenue Inspectors of Chitrakonda Tahasil

1. Sealed Tenders are invited from the intending Registered Firms / Supplying Agencies for supply of Office Furniture's and Fixtures required by Revenue Inspectors of this Tahasil. The Tender paper containing details terms and conditions, tender statutory requirements, etc. can be downloaded from the district website malkangiri.odisha.gov.in. The Tander Paper cost of **Rs.2,000/- (Rupees Two thousand)** only is non-refundable.
2. Tender Paper complete in all respect along with all required documents should reach in sealed cover to the Tahasildar, Chitrakonda on or before **25.11.2025 upto 5.00 PM by Registered / Speed Post only**.
3. The Tender will be opened on **26.11.2022 at 11.00 AM** by the Tahasildar, Chitrakonda in presence of the members of Tender Committee and tenderers or their authorized representatives. The Tender received beyond the scheduled date and time shall not be taken in to consideration.
4. The details terms and conditions associated with the assignments of tender is mentioned at **Annexure-A**.
5. The Tender will be in two parts i.e. Technical Bid (Part-I) and Financial Bid (Part-II). The bidders should submit their Technical Bid and Financial Bid separately in two envelopes and put into another large cover superscribed as **"TENDER CALL FOR SUPPLY OF FURNITURE & FIXTURES"**. Bidders who qualify Technical Bid will be eligible to participate in Financial Bid.
6. The successful bidder will deliver the materials to the Office of the Tahasildar, Chitrakonda as per requirement within 15 days from the date of receipt of Purchase Order.


Tahasildar, Chitrakonda

ANNEXURE - A
TERM AND CONDITIONS

Sl. No.	Terms and Conditions	Documents to be submitted
1	The authorized vendors / suppliers will supply the items in respective Tahasil Office, Chittrakonda and R.I. Office in its own arrangements.	Declaration by the Bidder.
2	The complete setup shall need to be supplied within 15 (Fifteen) days from the date of written order for commencement of work / supply.	Declaration by the Bidder.
3	In case of delay in supply the penalty would be imposed the Tendering Authority.	Declaration by the Bidder.
4	The vendors / suppliers should submit self-attested copy of GST Registration Certificate along with up-to-date GST return filing document, failing which the Tender Paper will be liable for rejection.	Self-attested photo copy of the GST return filing.
5	Overwriting / correction is not allowed, failing which the Tender paper will be liable for rejection.	Declaration by the Bidder.
6	The vendor / suppliers should submit self-attested copy of PAN card failing which the Tender paper will liable for rejection.	Self-attested photo copy of the GST return filing.
7	The payment will be released after 15 days of receiving the materials with the proper invoice, Delivery challan as well as proper quality verification by the considered for supply order for the supply of items.	Declaration by the Bidder.
8	The vendors / suppliers offering best quality with lowest price will be considered for supply order for the supply of items.	Declaration by the Bidder.
9	Being the authorized vendors / suppliers, you have to submit the considered for authorized vendors / suppliers.	
10	The quantity may vary as per the requirement.	Declaration by the Bidder.
11	The Tender may be cancelled at any time without any reason mentioned.	
12	In case of any dispute, the decision of the Bidding Authority is final.	
13	The price quoted by the vendors / suppliers must be inclusive of all expenses / price such as transportation cost, applicable GST etc.	Declaration by the Bidder.
14	If any legal dispute arises, the Jurisdiction of the matter is limited / subjected within Malkangiri District only.	
15	Signed copy of Tender documents must be submitted along with all the relevant documents. This is required to show that the vendors / suppliers have accepted all the Terms and Conditions mentioned in this Tender documents.	
16	The quantity of items to be supplied will be given to the successful bidder in the supply order.	
17	The overall lowest rate will be considered for L1 .	
18	The photograph of the offered furniture may please be enclosed.	Declaration by the Bidder.


Tahasildar, Chittrakonda

TENDER FORM
PART - I
(TECHNICAL BID)

1	Name of the Firm / Supplying Agency (In Capital Letters)	
2	Address of the Organization.	
3	Name of the Authorized Signatory. (In Block Letters)	
4	Specimen signature of Authorized Signatory.	
5	Telephone number of Authorized Signatory / Organization.	
6	Registration No. (Attach attested copy of registration certificate issued from DIC).	
7	PAN No. with a copy.	
8	GSTIN No. with a copy.	
9	Bank Draft of Rs.2,000/- (Rupees Two thousand) only payable at Tahasildar, Chitrakonda towards cost of Tender Paper submitted or not.	
10	Declaration that the Tenderer agrees to abide by all terms and conditions of Tender.	
11	Whether all documents submitted signed by the Authorized signatory of the organization (Yes / No)	

DECLARATION

I / We hereby certify that the terms and conditions, specification etc. given with the Tender Notice have been read carefully 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, the Tenderer shall be black listed and appropriate action will be taken.

Place :

(Signature and seal of the Tenderer)

Date :

TENDER FORM

PART - II

(Financial Bid)

Sl. No.	Name of office furniture required.	Specification	Requirement quoted price including Tax by the firm
R.I. OFFICE (9)			
1	Iron Table covered with MDF Board having one side drawer.	5'x3' both side box (EPM)	
2	S type Chair. (Cushion)	(CH7B) Godrej	
3	Public Waiting Seat (Steel) (3 seated)	New Italia	
4	Chair.	CHR 2197 (Neelkamal)	
5	Almirah (A R I) small	4'6"x34"x17" plain (EPM)	
6	Iron Rack	6'x3'x14"6 (EPM)	
FOR OFFICE			
1	Iron Almirah with four selves (18 gauge)	78'x36'x19' (EPM)	
2	Iron Table covered with MDF board having drawer both sides.	4' X 6' (EPM)	
3	Revolving Chair	Acqua High Back (Godrej)	
4	S Type Chair.	S type Chair (CH7B) (Godrej)	
5	Godrej Almirah 1981Hx916Wx486D	Storwel Pain (Godrej)	
6	Godrej Almirah (M H) GT 1981Hx916Wx486D	Storwel Glass Door (Godrej)	
7	Book Case 1742Hx914Wx320D	Bookcase (Godrej)	
8	Revolving Chair	Kyto HB (Neelkamal)	

Place :

(Signature and seal of the Tenderer)

Date :