

## ODISHA BIODIVERSITY BOARD

Forest, Environment & Climate Change Deptt. Govt. of Odisha  
Regional Plant Resource Centre Campus  
Ekamrakanan, Nayapalli, Bhubaneswar-15, Odisha  
Tel No.0674-2552006, Email : [msobb@rediffmail.com](mailto:msobb@rediffmail.com)  
Web: [www.odishabiodiversitboard.in](http://www.odishabiodiversitboard.in)

File No.Estt.160/OBB/2022/ 5756

Date: 06/03/23

### SHORT TENDER CALL NOTICE FOR SUPPLY OF OFFICE FURNITURE

Sealed quotations are invited from reputed furniture houses/firms having valid registration certificates, PAN and GST clearances certificates towards supply of office furniture as per the specifications and quantities given below. Interested firm should submit the tender papers addressed to the Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-15, Odisha. The tender papers along with all the enclosures should reach the undersigned on or before **5 PM of 17.03.2023**. The firm should be able to supply the furniture within 15 days of issue of the work order. The offer will be opened at **3 pm on 18.03.2023 (Technical bid) & at 4.00 pm on 18.03.2023 (Price bid)** in presence of bidders who wish to remain present.

*Michael Meegak*  
*06/03/2023*

**Member Secretary**

Memo No. 5758 /OBB, Bhubaneswar.

Date: 06/03/23

Copy to Dr.Shubhransu Nayak, Co-ordinator for publishing in the website of OBB

## **Terms and Conditions for Printing of Book**

### **1. Sale of Tender Paper:**

The tender papers, containing the detailed specifications of furniture's, list of documents to be submitted etc. will be available at Odisha Biodiversity Board, Bhubaneswar from **Dt. 06<sup>th</sup> Mar, 2023** (during the office hours only), on payment of a non-refundable tender fee in Cash or in shape of Bankers Cheque /Demand Draft drawn in favour of **"Odisha Biodiversity Board", payable at Bhubaneswar (Annexure-I)**. The same can also be downloaded from our website [www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in) and in such a case, the cost of tender paper is to be enclosed in shape of D.D./Bankers Cheque drawn in favour of **"Odisha Biodiversity Board", payable at Bhubaneswar** along with the tender. In case of any bid amendment and clarification, responsibility lies with the tenderers to collect the same from the notice board/ website of OBB before last date of submitting the tender document. Non-payment of cost of tender paper will amount to rejection of the tender.

### **2. The Last Date:**

The last date of receipt of tender documents is **Date. 17.03.2023 (up to 5 PM)**. The Technical bids & Price bids will be opened by the Tender Committee of OBB on **Date. 18.03.2023 (at 3 PM) & (at 4 pm)** simultaneously in presence of the authorised representatives of the tenderers who like to be present at that time.

### **3. Bid System:**

a) The tender should be submitted in **two bid system** i.e., **"Technical Bid" and "Financial Bid"**. The technical bid contains documents as per the tender terms along with cost of tender paper in appropriate shape. The technical documents need to be submitted matching all the specification of the furniture's. In addition, the documents regarding the eligibility criteria of the participating firm mentioned below. The technical bids containing information on price, directly or indirectly, will be liable for rejection. The technical bid and financial bid required to be submitted in two separate envelopes clearly mentioning on top of the envelope **"Technical Bid" and "Financial Bid"** respectively and both of these should be placed in a big envelope marked with **"Tender for Supply of Office Furniture"**.



b) Name and Specification of the furniture's are given in **Annexure-II**.

c) Financial bid contains only the price bid, need to be provided as per the format given in **Annexure-III**.

d) The rates quoted by the tenderer shall be valid for a period of 90 days from the date of submission of tender.

#### **4. Eligibility Criteria**

a) Submission of price (INR) as per prescribed format.

b) Copy of PAN, GST registration certificate and up to date GST clearance certificate.

c) Tender paper cost (Original receipt of tender paper) and EMD.

d) Undertaking that the tenderer has not been blacklisted by any Govt. Organization/Institution.

e) Undertaking that the quoted item qualifies the required technical specification.

f) The materials should be makers brand "**GODREJ**" only.

g) Only one model will be quoted, alternative price/option will not be considered.


#### **5. Validity of Tender:**

a) The tender shall remain valid for a period of 90 days after the last date as specified in the tender.

b) Notwithstanding the above, the purchaser reserves the right to accept or reject any bids and to cancel the bidding process and rejects all bids at any time prior to the issue of Purchase order. Mere qualification of the technical specifications asked in the bid may not be accepted by the committee. It is totally depending on the realization of the committee members.

**6. Issue of Purchase Order:**

- a) The purchase order will be placed on the qualified tenderer whose bid will be selected by the purchaser prior to expiry of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- b) The delivery should be completed within 15 days from the date of receipt of the confirmed purchase order as per the quality and specification of the equipment.
- c) The packaging should be done in such a way that the quality of the furniture is not damaged.
- d) I hereby declare that the information furnished herein above and enclosures are all true, complete and correct to the best of my knowledge and good belief.
- e) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

  
06/03/2023  
**Member Secretary**



Annexure-I

REQUIRED PAPER COST AND EMD FOR SUPPLY OF OFFICE FURNITURE

Sl. No.	Name of furniture	Tender Paper Cost in Rs.	EMD cost in Rs.
1.	High Back Chair	400/-	2400/-
2.	Visitors Chair		
3.	Executive Desk Table		

  
06/07/2023

Member Secretary  
Odisha Biodiversity Board

**SPECIFICATION OF FURNITURE**

1. Title: "High Back Chair"

- Make : Godrej
- Quantity: 3

2. Title: "Visitor Chair"

- Make : Godrej
- Quantity: 4

3. Title: "Main desk" size: 1350\*750\*750, "ERU" size: 1200\*450\*750 & "Pedestal"

- Make : Godrej
- Quantity: 3

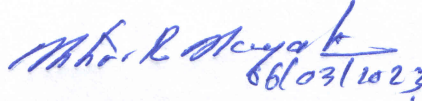
*Mohit Nayak*  
06/07/2023  
Member Secretary  
Odisha Biodiversity Board



## Annexure-III

## FINANCIAL BID: DETAILED TECHNICAL SPECIFICATION AND PRICE

Item	Size & Make	Quantity	Price (INR)
High Back Chair	Make : Godrej	3	
Visitor Chair	Make : Godrej	4	
Main desk	Size : 1350*750*750 Make : Godrej	3	
ERU	Size : 1200*450*750 Make : Godrej	3	
Pedestal	Make : Godrej	3	
<b>Total</b>			
<b>GST</b>			
<b>Grand Total</b>			

  
 66/03/2023  
**Member Secretary**  
**Odisha Biodiversity Board**