

# PANCHAYAT SAMITI OFFICE, DHENKANAL SADAR

E-mail:- [oribdhenkanal@od.gov.in](mailto:oribdhenkanal@od.gov.in)

## QUOTATION CALL NOTICE No.6925/Dt.30.12.2025

Sealed quotations are hereby invited from the intending Firms/ Manufacturers/ Suppliers/ Authorized Dealers/ GEM approved registered firms having valid GST, PAN Card / Authorized Certificate Manufacturer License etc, for supply of **Dual Desk Bench** to different GPs & Schools of this Block.(See Annexures). The quotation paper(s) are web hoisted in the District NIC website i.e [www.dhenkanal.gov.in](http://www.dhenkanal.gov.in) and can be downloaded from the District NIC website. The application form should contain (a) valid GSTIN Registration Certificate/ License, (b) PAN Card, Authorization Certificate, (c) IT Return of last 2 years and other supporting documents. The unit price of the individual item should notify specific rate inclusive of all taxes, transportation cost to the GP/ School point & installation charges. Each quotation should accompany with (cost of quotation) processing fee (Non-refundable) in shape of Demand Draft of Rs.2000/- (Rupees Two Thousand) per item only drawn in favour of Block Development Officer, Sadar Dhenkanal, payable at Dhenkanal. The quotation application must reach the undersigned on or before 09/01/2026 before 5.00 PM positively by courier/ speed post/ registered post only. Quotation through FAX / Telex / Telegram / what's APP will not be taken into account. Only the valid received quotations will be opened in the Office chamber of the undersigned in presence of the bidders or their authorized representatives as per schedule mentioned below. The lowest quoted price as per specification and quality will determine the successful bidder and the supply order of the same shall be placed to him/her after verification by the purchase committee. After final delivery of the same commodity, dues in full and final as per agreement will be paid to her/him provided by proper check and verification and certification by the concerned JE/AE of the quality and quantity.

The authority/ undersigned reserve the right to accept or reject all or any of the quotations without assigning any reason thereof. No quotation(s) or request will be entertained by this office after expiry of schedule date and time as specified above.

- **THE BIDDER SHOULD SUBMIT THE SEPARATE QUOTATION FOR EACH & EVERY ITEM IN SEALED ENVELOP WITH DD Rs.2000/- each, SUPERSCRIBED THE NAME OF THE ITEM IN CAPITAL LETTER ON TOP OF THE ENVELOP & ALSO DROP IN SPECIFIED TENDER BOX.**

### TERMS & CONDITIONS:

1. Please send your sealed quotation(s) super scribed as " Sealed Quotation against Quotations Notice No.6925/Dt.30.12.2025" through Registered /Speed Post/ Courier only, Quotation Submitted after closing date and time will not be accepted.
2. Cost of the supplied item is inclusive of all taxes and fees (including transportation, installation and any other)
3. The quotation must be prepared in his/ her letter head containing detail of address, e-mail ID and contact number, GSTIN, PAN/TIN with detailed specifications and price per each set including all tax etc.
4. The quotation must be attached the documents i.e GST Registration, PAN Card, MSME Certificate (if any), Production Certificate, IT return of last two years, MSME ZED Certificate (if



**Block Development Officer  
Dhenkanal Sadar**



- any), Trade License certificate issued by local urban local body. All the documents should be self-attested by the proprietor of the Agency/ Supplier, incomplete quotations paper shall not be entertained by the committee.
5. For each item manufacturer's name, specification must be clearly mentioned.
  6. No advance payment shall be considered. Payment shall be made subject to condition that after completion of 100% supply of materials in good working condition
  7. Proper separate GST Bill scholl wise/ GP wise should be provided along with details of his /her Bank account for payment and for bill processing
  8. TDS as per CGST, SGST and IT act will be realized from the payment and deposited in proper account.
  9. Defective materials, if any shall be replaced without additional / extra cost by the supplier within 07(Seven) working days of receipt of the materials /Spare Parts.
  10. Hidden cost, if any, shall not be entertained.
  11. Non-refundable Quotation Fee: A demand draft of Rs.2000/- (Rupees. Two Thousand ) only forwards non-refundable quotation fee in shape of A/C payee Demand Draft/ Banker's cheque of a commercial bank in favour of " Block Development Officer, Sadar Dhenkanal at Dhenkanal must be deposited along with the quotation otherwise your quotation will be cancelled.
  12. The approved Agency/supplier should supply / install the materials at GP/ School point as per the requirement within 07 (Seven) days from the date of receipt of the letter without fail. Failing to supply, the supply order stand cancelled.
  13. Supply /Installation at Gram Panchayat/ School level is to be done with intimation to this office and an installation must be certified by concerned JE which is to be submitted along with the bill to the undersigned.
  14. If the stated opening date happens to be a Govt. holiday, the submission and opening of quotations will be on the next working day as per the time schedule.
  15. The decision of the tender committee is final in all respect.
  16. The undersign reserves the right to cancel any or all of the quotations without assigning any reason thereof.
  17. As price may differ as per the material quality. The block level purchase committee may ask the technically qualified vendors for demonstration of materials and if found of superior quality, despite of not being L1, vendor may be assigned with purchase order after negotiation with purchase committee.

Name of the Good with Specification	As per the Annexure
Time for supply of items after release of purchase order	07 days
Quotation Submission Start Date and Time	31.12.2025 (11.00 AM)
Quotation Submission End Date and Time	09.01.2026 (5.00 PM)
Quotation Opening Date	12.01.2026 ( 4.00 PM)
Address for submission of Quotation	Panchayat Samiti Office, Sadar Dhenkanal

  
 Block Development Officer  
 Dhenkanal -Sadar  
**Block Development Officer**  
**Dhenkanal Sadar**

**Memo No. 6926/Dt.30.12.2025**

Copy submitted to the Addl. District Magistrate, Dhenkanal/CDO-Cum-EO, Zilla Parishad, Dhenkanal/ Sub-Collector, Dhenkanal / Tahasildar, Dhenkanal/ EO, Dhenkanal Municipality, Dhenkanal for their kind information. They are requested to publish the notice in their respective notice board for wide publication.

**Memo No. 6927/Dt.30.12.2025**

Copy to this Office Notice Board for wide publicity.

  
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**Memo No. 6928/Dt.30.12.2025**

Copy Submitted to DIO, NIC Dhenkanal for information and necessary action. He is requested to upload the Quotation Call Notice along with the detail specification in Dhenkanal District Website [dhenkanal.odisha.gov.in](http://dhenkanal.odisha.gov.in).

  
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**Block Development Officer**  
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## Annexure-I

### Dual Desk Bench for School students:

1. The dual desk should meet specific minimum requirements and it should be designed in such way that
  - a) It ensure flat feet on floor.
  - b) There should be clearance between back of legs and front edges of seat.
  - c) There should not be no pressure at front of the seat between seating surface and thighs.
  - d) There should be clearance between thigh and underside of table for freedom of movement.
  - e) While seating, elbows shall approximately level with table top when upper arms vertical.
  - f) Adequate clearance shall be between backrest & Seat to ensure for movement of
  - g) The dimension of the dual desk shall be as per the IS code 4837.
  - h) As the material quality may vary, the block level purchase committee may ask the technically approved vendors to demonstrate their products in order to finalize the vendor.
  - i) The minimum dimension of the dual desk shall be

**DESK:-** Length= 42"

Top=15"

Book rest=10"

**BENCH:-** Length=42"

Width=11"

Back Side=8"

- j) All frames shall be made by MS Square pipe or higher quality of minimum 25mm × 25mm × 1.25mm
- k) All the end of the MS tube & base to be fixed with plastic cap
- l) MDF board of min 17 mm shall be used.

  
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