

**ODISHA SPACE APPLICATIONS CENTRE (ORSAC)**  
Dept. Of Science & Technology, Govt. of Odisha  
Plot No.45/48, JayadevVihar, Near Gopabandhu Academy of Administration  
Unit-16, Bhubaneswar-751 023

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**SHORT TENDER CALL NOTICE No. 02/2024**

Sealed tenders are invited from the registered & eligible suppliers / firms/ Godrej make dealers having experience for supply and installation of Godrej make Furnitures at ORSAC. For details, please visit <https://orsac.odisha.gov.in> or in the above office Notice Board.

**Administrative Officer**

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Sl. No	Name of works	Approx. Quantity	Estimated cost in (Rs)	Cost of Tender paper (non-refundable) in Rs.	Period of supply
1	2	4		5	6
1	Supply and installation of Godrej make Furnitures		2.47 lakhs	2000/-	One calendar month
a	Table-T9 (1365 x 680 x 735) mm	4			
b	Seating Chair Brovo Mid Back	4			
c	Visitor Chair Brovo	10			

Non-transferable tender documents for supply/ installation of the items stated above will be available from office of the Odisha Space Applications Centre (ORSAC), Bhubaneswar on payment of Rupees mentioned in the above table towards cost of tender document. The tender document cost, which is non-refundable, is payable in shape of Demand Draft drawn on any Nationalized bank having branch at Bhubaneswar favouring **Odisha Space Applications Centre, Bhubaneswar, Odisha**. This tender notice can also be accessed through Internet in the ORSAC website: <https://orsac.odisha.gov.in> and bid document can be downloaded. The downloaded bid document can also be used provided it is accompanied with a Demand Draft towards cost of the tender document. Tenderers interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees Two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.

The Tenderers are required to furnish attested copies of GST registration certificate from the competent authority as applicable along with the tender.

The Tenderers are required to deposit 01 % (one percent) of the bid value as Earnest Money Deposit (**EMD**) in shape of Bank Draft drawn on any Nationalised Bank having branch at Bhubaneswar favouring Odisha Space Applications Centre, Bhubaneswar for the above work.

The items conforming to required specifications are to be delivered to the consignee at ORSAC, Bhubaneswar.

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The tenders should be submitted after due compliance with guidelines given in the tender documents. Tenders submitted in incomplete form shall be rejected outright.

The tender papers will be available for sale in the office of the ORSAC between **11.00 AM to 4.00 PM** on Odisha govt. official working days till **17.02.2024**. The sealed tenders will be received through Registered Post/Speed Post only till 2.00 PM on 19.02.2024 in office of the ORSAC. The tender will be opened at **3.30 PM on 19.02.2024** in presence of the Tenderers or their authorized representatives, if any.

ORSAC reserves the right to cancel any or all tenders without assigning any reason thereof.

**Administrative Officer**

### Terms & condition

1. Tender received by post after the stipulated date and time mentioned above will not be considered. Further, no tenders will be received by hand or courier service.
2. The rates quoted should be inclusive of all Taxes and the cost of transportation/installation at specific places etc.
3. The following documents should be furnished with the tender paper failing which the tender is liable for rejection.
  - a. EMD pledged in favour of ORSAC, Bhubaneswar
  - b. Attested copy of valid Contractor/Firm Registration Certificate
  - c. Attested copy of valid PAN Card and GST Registration Certificates
  - d. Original money receipt granted by ORSAC towards cost of tender paper

(The original certificates shall be produced at the time of opening of tender, if required)

4. If the date of sale, receipt and opening of the tender as specified above happens to be holiday(s), then the process of sale, receipt and opening whatsoever will be shifted to immediate next working day at the same time and venue respectively without further notice. However, date of tender paper opening may be postponed as per the convenience of the authority by intimating all the concerned tenderers through notice affixing to Notice Board / website of ORSAC.
5. The EMD amount is to be forfeited if the tenderer backs out from the offer acceptance of tender by the competent authority.
6. The items should be new and unused and are to be delivered in good condition at ORSAC, Bhubaneswar as mentioned in the tender.
7. The tender should be submitted as per the format attached at annexure.
8. The tenderers should file tender super scribing on the top of envelop/cover –  
**“Tender for Godrej make Furnitures”**
9. In case of any dispute between the Tenderers and ORSAC regarding interpretation of Tender Document conditions, the decision of the Chief Executive, ORSAC shall be final and binding.
10. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof. Any dispute in this matter will be settled up within Bhubaneswar jurisdiction.

Administrative Officer

## PROFORMA FOR TECHNICAL BID

### FORM-1

#### DETAILS OF THE BIDDER

(On letter head of the Bidder)

Sl.No.	Details	To be fill by Bidder
1	Name of the Bidder	
2	Registered Office address of the bidder	
3	Legal Status of the bidder	
4	Principal Place of the Business	
5	Brief description of the types of the business	
6	Name, Designation, contact number and Email ID of the Bidder	
7	PAN & GST No. of the bidder	
8	Details of the EMD amount	
9	Details of the Document fee	

(Signature of the Bidder / Authorized Person with seal of applicant)

Name and seal of Bidder

Date:

Place:

**ODISHA SPACE APPLICATIONS CENTRE (ORSAC)**

**Annexure**

**PRICE BID**

Sl. No	Name of works	Quantity	Rate quoted in Rs. (in figure & words)	Remarks
1	2	3	4	5
1	Supply and installation of Godrej make Furnitures			
a	Table-T9 (1365 x 680 x 735) mm	4		
b	Seating Chair Brovo Mid Back	4		
c	Visitor Chair Brovo	10		

The details of the enclosed bank drafts:

The details of the enclosed documents:

- 1.
- 2.
- 3.

Full name, address, phone No. of the tenderer-

(Full signature of Tenderer)