

Directorate of Scheduled Castes & Scheduled Tribes
RESEARCH AND TRAINING INSTITUTE (SCSTRTI)

CRPF Square, Bhubaneswar – 751003, Odisha
Telephone No.-0674- 2563645 Email id: scstrti@yahoo.co.in

Memo No. 2976 / M-10/24

Dated: 25 /09/2024

QUOTATION CALL NOTICE

Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar invites sealed quotations from reputed Agencies/Firms fulfilling the eligibility criteria and terms & Conditions as outlined in **Annexure-I** for the procurement of at least Mementos/Trophies as specified in **Annexure-II** during organization of various events.

Interested Suppliers/Agencies are required to submit the necessary documents along with samples and rates in the prescribed format, in sealed covers addressed to the DIRECTOR, SCSTRTI, CRPF Square, Bhubaneswar-751003. The quotations must be submitted via Registered Post/Speed Post only must be made by **15.10.2024 at 5:30 P.M.** The quotations will be opened on 22.10.2024 day at **2:30 P.M. at SCSTRTI** in the presence of the procurement committee members and representatives of the bidder firms. The Authority reserves the right to alter/cancel any terms of the Quotation Call Notice without assigning any reason.

Incomplete or late quotations are subject to rejection. The details of the ToR are available on the office website www.scstrti.in and Govt. of Odisha (www.odisha.gov.in), which may be referred to for the submission of bid.

Memo No. 2977 Date:25 .09.2024



Copy to Office Notice Board, ST & SC Development, M. & BCW Department /SCSTRTI/ ATLC for information and wide publicity.

Deputy Director (Administration)

Scope of Work:

Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), a leading research and training institute under the ST & SC Development, Minorities & Backward Classes Welfare Department, Government of Odisha, plays a pivotal role in advancing tribal research and development. The Odisha State Tribal Museum is an essential wing of the Institute. Throughout the year, SCSTRTI organizes various research activities, training programs, seminars as well as large-scale events. To support these activities and promote the Museum's outreach, SCSTRTI intends to engage or empanel firms for the supply of mementos and trophies.

TERMS AND CONDITIONS

1. Eligibility Requirements:

- The bidder/firm/agency must hold valid GST Registration and PAN.
- An up-to-date GST deposit receipt must be submitted.
- The agency should have at least three years of experience supplying mementos and trophies to Government bodies or reputable organizations.
- The agency must provide an undertaking confirming it has not been blacklisted.

2. Submission of Bids:

- Quotations must be submitted via Registered Post or Speed Post only.
- A non-refundable processing fee of Rs.500/- must be paid in the form of a Banker's Cheque or Demand Draft, drawn in favour of the Director, SCSTRTI, Bhubaneswar from any nationalized bank.
- A Demand Draft of Rs.5000/- as EMD drawn in favour of the Director, SCSTRTI, should be submitted along with the sealed quotation. This amount will be refunded to unsuccessful bidders after the selection process.
- Bidders must submit detailed designs and specifications of the mementos and trophies with their bid documents.
- Vendors will present sample products during the bid opening for evaluation.

3. Selection Process:

- An internal committee will scrutinize the bids.
- The L1 agency will be selected based on sample presentations, total price quoted for all items (as per Annexure-II) and the quality of the designs submitted.
- The final selection will consider both the design and price.
- SCSTRTI reserves the right to empanel multiple firms for this purpose.

4. Contract Terms:

- The contract will be valid for one year with the option for extension based on mutual consent and satisfactory performance.
- Supply orders will be issued as needed during the contract period.
- All customized mementos and trophies must be delivered to SCSTRTI within the agreed timeframe.

5. Additional Requirements:

- Mementos should incorporate tribal motifs in their design.
- Any exemptions claimed by the bidder must be supported by relevant Government orders or circulars.
- The Director, SCSTRTI reserves the right to modify or cancel the bidding process at any stage.

DOCUMENTS TO BE SUBMITTED:

1. Valid GST Registration and PAN, with an up-to-date GST deposit receipt.
2. Annual turnover certificates for the last three years.
3. Proof of relevant experience (e.g., work orders or supply orders from Government/ reputable agencies).
4. A non-refundable processing fee of Rs.500/-.
5. A Demand Draft of Rs.5000/- as EMD.
6. Detailed designs and specifications of mementos and trophies.
7. An undertaking declaring that the bidder/firm/agency has not been blacklisted.

Seal & Signature of the
Quotationer

PRICE BID FOR DETAILS OF MEMENTO AND TROPHIES

Name of the Bidder: _____

Bank Account Number: _____

Bank Name & Address: _____

IFS Code of the Bank: _____

MEMENTOS

SL No.	Category of Items	Base price (Including GST) In Rs.	Design & Specification	Quoted price (Including GST) In Rs.	Sample will be presented during opening Yes/ NO
1	Category A	Rs.600.00			
2	Category B	Rs.1200.00			
3	Category C	Rs.1800.00			
4	Category D	Rs.2400.00			
5	Category E	Rs.4500.00			

TROPHIES (Set of three)

1	Category A	Rs.800.00			
2	Category B	Rs.1200.00			
3	Category C	Rs.1800.00			
4	Category D	Rs.2400.00			
5	Category E	Rs.3000.00			

Notes: Please attach additional papers stating the designs & specifications of items and materials used in the trophies & mementos along with the price bid, if required. Bidders may submit multiple designs for each category of Mementos and Trophies.

Seal & Signature of the
Quotationer