



## GOVERNMENT OF ODISHA

**R & UD DEPARTMENT  
PARADEEP MUNICIPALITY  
PARADEEP**

**QUOTATION CALL NOTICE**

# **INTERNAL RENOVATION OF OFFICE BUILDING OF PARADEEP MUNICIPALITY**

PERIOD OF SALE OF BID DOCUMENTS :- From dt. 03-11.2025 to dt. 13-11.2025

LAST DATE OF RECEIVED BID DOCUMENTS:- Dt. 14.11.25 upto 01.00 PM

DATE & TIME OF OPENING BID DOCUMENTS :- Dt. 14.11.25 at 04.00 PM

**COST OF TENDER PAPER :- ₹ 4,000.00**  
**COST OF EMD :- ₹ 10,000.00**

(Rupees:- Four thousand) only  
(Rupees:- Ten thousand) only

Name of the Bidder

DD No /Dt

*EXECUTIVE OFFICER  
PARADEEP MUNICIPALITY  
PARADEEP,ODISHA.*

## OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP

No. 5806 , Date 01.11.2025

### QUOTATION CALL NOTICE

Executive Officer, Paradeep Municipality Paradeep invites sealed Quotation Call Notice from interested/ intending eligible Firms/ Fabricator Agencies/ Contractors for "Internal renovation of office building of Paradeep Municipality" DTCN alongwith terms & conditions can be obtained in the office of the Paradeep Municipality, Paradeep during office hours on payment of ₹4,000.00 (Rupees:- Four thousand) only (not refundable) and also available on office website [www.paradeepmunicipality.in](http://www.paradeepmunicipality.in). from dt 03.11. .2025 to dt. 13.11. .2025. Paper cost shall be paid as per the same method noted in DTCN downloaded online. The firms/ agencies/ fabricator must be accompanied with photo copy of valid (i) PAN (ii) GSTIN (iii) Complete Organisation details, Authenticated proof of the firm (iv) Cost of tender paper and (v) EMD. The sealed Quotation and other documents will be received offline on or before dt. 14.11. .2025 upto 1.00 PM and will be opened on the same day at 4.00 PM in presence of the bidder or their authorized representatives. The authority reserves the right to accept or cancel any or all quotations without assigning any reason thereof.

  
Executive Officer  
Paradeep Municipality

Memo 5807 Dt 01.11.2025

Copy to ADM, Paradeep / EE, R&B, Division, PPA for information and necessary action. They are requested to display the office Notice Board for wide publication.

Copy to Office Notice Board for wide Publication.

  
Executive Officer  
Paradeep Municipality

Memo 5808 Dt 01.11.2025

Copy to the Editor, I & PR, Bhubaneswar to publish in two Odia newspaper and one English newspaper for wide publication for one day on one edition with minimum space and submit the bill as per I & PR rate for payment.

  
Executive Officer  
Paradeep Municipality

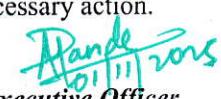
Memo 5809 Dt 01.11.2025

Copy to MIS, Paradeep Municipality with a request to publish the Quotation Call Notice in the Paradeep Municipality website portal.

  
Executive Officer  
Paradeep Municipality

Memo 5810 Dt 01.11.2025

Copy to Accountant/ Cashier, Paradeep Municipality for information and necessary action.

  
Executive Officer  
Paradeep Municipality

## OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP

## QUOTATION SCHEDULE

INTERNAL RENOVATION OF OFFICE BUILDING OF PARADEEP  
MUNICIPALITY

- 1 Quotation Call Notice No : dt.
- 2 Name of the Quotatorer : . . . . .
- 3 Cost of Quotation Schedule : Rs.4,000/- (Rupees Four Thousand) only.
- 4 Cash/DD No: \_\_\_\_\_ / Date \_\_\_\_\_ for the cost of Quotation Schedule.
- 5 Sale of Quotation Schedule from Date: 03.11.25 to dt. 13.11.25 upto 05.00 PM
- 6 Last Date of Received the Quotation with all Documents : Date: 14.11.25 upto 01.00 PM
- 7 Opening of the Quotation Date : 14.11.25 at 04.00 PM
- 8 TP Cost amount Rs.4,000.00 vide Cash/ DD/ BC. \_\_\_\_\_ / Date \_\_\_\_\_.
- 9 EMD amount Rs. 10,000/- of Quoted Rate vide DD/ PO/ BC/ TDR/ \_\_\_\_\_ / Date \_\_\_\_\_.

  
Executive Officer  
Paradeep Municipality

### TERMS AND CONDITIONS

- 1 The details of bid documents schedule and set of term & conditions is available in the Municipality office, Paradeep and office website [www.Paradeepmunicipality.in](http://www.Paradeepmunicipality.in). on payment of ₹ 4,000.00 (Rupees:- Four thousand) Only (Non-refundable) towards cost of tender documents in shape of Cash/ DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep. Quotation Paper will be sale at Municipal office Paradeep dt. 03.11.25 to dt. 13.11.25 during office hour. Quotation without payment of paper cost shall not be accepted in any case and will be rejected summarily.
- 2 The bidder must be accompanied by EMD/ tender security amount of ₹ 10,000.00 (Rupees:- Ten thousand) in shape of DD/ TDR/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep. Quotation without EMD shall not be accepted in any case and will be rejected summarily.
- 3 The sale of tender documents start from dt. 03.11. 2025 to dt. 13.11. 2025 up to 05.00 PM.
- 4 The completed & sealed tender paper documents should be sent on or before dt. 14.11. 2025 upto 1.00 PM to the Executive Officer, Paradeep Municipality through registered/ Speed post or in person only. The envelope containing the tender documents should be superscripted with "**Internal renovation of office building of Paradeep Municipality**" with tender/ quotation no & date, else tender will not be opened.
- 5 The Quotation/ bid documents will be opened on dt. 14.11. 2025 at 04.00 PM in the chamber of Executive Officer/ Chairperson, Paradeep Municipality, Paradeep in the presence of the bidders or their authorized representatives who wish to attend. If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received/ opened in the next working day at the same time & venue.
- 6 Bidder should submit self attested copies of (i) PAN (ii) GSTIN (iii) **Complete Organisation** (iv) **Firm/ Fabricated Agency/ Contractor Registration Certificate** details alongwith the bid. Quotation without one or more of these documents are bound to be rejected.
- 7 The quotationer should quote single rate for each item according to required specification wherever mentioned. More than one rate for a particular item will be summarily rejected. The schedule appended to the Tender call notice should be filled up and signed.
- 8 **The bidder shall quote their price in BoQ as per Annexure-I, included in Quotation Call Notice.**
- 9 **The bidder shall quote in item wise as per work described in scope of work and BoQ.**
- 10 **The bidder shall refer specification & Design attached in Annexure-I for the said work.**
- 11 The quoted rate shall be inclusive of all taxes and duties if any. Taxes and duties shall be mentioned separately if required.
- 12 Any correction or overwriting in the offer should be attested by the quotationer.
- 13 The rate is valid for one calendar year.
- 14 The quotationer shall submit the quotation schedule duly signed by him with seal.
- 15 Validity period of bid- 90 calendar days from the date of opening the bid
- 16 The Quotationer shall not sublet, transfer or assign any part of the full work of this award without prior written permission from the Executive Office, Paradeep Municipality.

17 The EMD shall be forfeited on the following grounds :

- i If the successful bidder fails to execute work in time.
- ii If the bidder does not change/ rectify any defects found in the work.
- iii On refusal to enter in to a contract after the contract is awarded to a bidder.

18 Quotation shall not be considered through Power of Attorney and No joint venture (JV) is eligible to apply the bid.

19 The tenders quotations received incomplete and received after due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/ Quotation may represent themselves or authorize their representatives with an authorized letter.

20 The bidder should provide mail ID, contact No. and postal address for any correspondence.

21 The tenders quotations received incomplete and received after due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/ Quotation may represent themselves or authorize their representatives with an authority letter.

22 The successful bidder will supply, fitting & fixing of sign board in his own risk in different places of Paradeep Municipality. The authority is no way responsible for any damage and delay in delivery of the same in time.

**23 The rate should be mentioned in both figures and words.**

24 The materials will be inspected by the Executive Officer/ Deputy Executive Engineer/ Junior Engineer of Paradeep Municipality.

25 Payment will be made as per the availability of fund.

26 Any material found defect is to be replaced immediately free of cost.

27 The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

*Dande  
Billhors*  
Executive Officer  
Paradeep Municipality

***Bill of quantities for "Internal renovation of office building of Paradeep Municipality".***

<b>Sl No</b>	<b>Unit Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>7</b>	<b>8</b>
1	Supply fitting & fixing of grid mineral fiber ceiling board having 600mmx600mmx16mm of approved design and quality including cost of scaffolding staging charges with cost of all materials taxes,labour T & P etc. complete.	<i>As per requirement</i>	Sqm		
2	Supply fitting & fixing of office tables of high-quality laminate, veneer, or solid surface tabletop, with a plywood. Features include storage drawers, soft-close hardware, and cable management. Table dimensions and finishes will be customized per client requirements.	<i>As per requirement</i>	Sqm		
3	Finishing walls with textured interior paint of Required Shade New work (Two or more coats applied@3.28ltr/10sqm) over and including priming coat of interior applied@2.2kg/10sqm.	<i>As per requirement</i>	Sqm		
4	Supply fitting & fixing of carpet flooring. The scope includes site preparation, underlay installation, and laying of wall-to-wall carpet. Materials include high-quality carpet in the client's chosen style and color, with appropriate adhesives and edge trimming. Installation will be completed per industry standards.	<i>As per requirement</i>	Sqm		
5	Supplying, fitting and fixing of PVC louver wall paneling including all cost of materials, labours, scaffolding, T&P etc. complete.	<i>As per requirement</i>	Sqm		
6	providing fitting and fixing of wooden panneling to doors and windows,pannelling will be done with 12mm & 19 mm fire resistant & termite proof BWR ply finished with 1 mm thick laminate of approved shade and colour as per drawing.the rate includes cut outs,fixation,labour,T&P .....etc. all complete. i) Door panneling	<i>As per requirement</i>	Sft		
7	ii) Window panneling	<i>As per requirement</i>	Sft		
8	providing and fixing of computer table made off of BWP plywood of 18 mm and 12mm plywood with 1 mm decorative laminate having one drawer,one single openable pala system for storage of CPU,one keyboard drawer etc. complete as per direction of engg. in charge.	<i>As per requirement</i>	Sft		
9	Supplying, fitting and fixing of two track UPVC sliding window of approved make with 6mm thick glass of approved quality complete with frame, shutters and all fittings and fixtures.(SR-2022 New Miscellaneous Item-12 , Page-235).	<i>As per requirement</i>	Sqm		
10	Finishing wall surface of wall with Acrylic wall putty (water base) of approved make and finish smooth and even surface to receive painting including cost of scaffolding staging charges with cost of all materials taxes,labour T & P etc. complete.	<i>As per requirement</i>	Sqm		

11	Providing and painting two coats of plastic Emulsion paint over a coat of primer of approved shade on the interior surface of structure to give an even surface including all cost of materials, labours, scaffolding, T&P etc. complete.	<i>As per requirement</i>	Sqm		
12	providing and fixing of cupboard made off of BWP plywood of 18 mm and 12mm plywood with 1 mm decorative laminate having one drawer,double/single openable pala system for storage with locking , handle all etc. complete as per direction of engg. in charge.	<i>As per requirement</i>	Sqm		
13	Supply fitting of door closer	<i>As per requirement</i>	No		
14	Supplying fitting of Roller blinds for windows with polyester corded roller curtains complete UV protection for office etc. all complete as per direction of engg. in charge.	<i>As per requirement</i>	Sqm		
15	Supplying , applying, anti-termite treatment for wood involves applying a chemical barrier or a penetrating agent to protect the wood. For chemical barrier treatments, concentrate solutions like a 1% or 2.1 ml/L mixture of a product containing Imidacloprid 30.5% S.C are common, with application rates specified by standards like IS:6313	<i>As per requirement</i>	sqm		
<b>Total</b>				<b>₹ -</b>	
<b>Add GST</b>			%	<b>₹ -</b>	
<b>Grand Total</b>				<b>₹ -</b>	

(Rupees in Words.....)

*Seal & Signature of the Bidder*


Executive Officer  
Paradeep Municipality