

**ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED**  
**(A Govt. of Odisha Undertaking)**  
**Panthanivas, (Old Block, Lewis Road, Bhubaneswar – 751014)**

**SHORT TENDER CALL NOTICE**

Sealed quotations are invited from reputed Authorized Dealer / distributor / stockiest / manufacturer for supply of Shoes for the employees of OTDC.

**A. Eligibility Criteria :- (Must Satisfy all the entities)**

- Average annual turnover not below than Rs.30.00 Lakhs in last 3 years (CA Certified).
- Must be authorized distributor, dealer, stockiest of any reputed brand shoes / shoes manufacturer.
- Must have registered under shop & establishment act.
- Must have GST registration.
- Having single Govt. Work Order not less than minimum Rs.5 Lakhs.

**B. SECURITY DEPOSIT:**

Bid Security : Bidders shall submit Bid Security amounting to Rs.30000/- in shape of DD drawn in favour of Managing Director, OTDC Ltd Bhubaneswar.

**C. Application Fees :-**

Bidder must be submitted Application fee of Rs.5000/- (Non-refundable) in shape of DD drawn in favour of Managing Director OTDC.

**D. How to Apply :-**

- The quotation should be submitted in two envelopes.
- The 1<sup>st</sup> envelope shall contain detail specification, GST Registration, PAN Card, C.A. certificate for annual turnover, Application fee, Security amount, previous work order and shall super scribed as Pre-qualification document.
- The 2<sup>nd</sup> envelope shall contain price bid (**Annexure-“A”**) which shall be sealed and super scribed as Price Bid. The quotations shall be received up to **2.00 P.M. dt. 08.02.2024.**
- Sample must be submitted in separate cover.

**E. Selection Procedure :-**

- The Pre-qualification document shall be opened at **4.00 P.M. on 08.02.2024** and shall be scrutinized by a Committee constituted for the purpose.
- Basing on the eligibility criteria, the samples of the qualified bidders in the Pre-qualification bids only be received.
- The samples will be shortlisted by the tender Committee members in presence of bidders.
- The price bid of the shortlisted samples only shall be opened in presence of the Tender Committee and the bidders. The price must be including of all taxes & transportation fees.
- The lowest quoted firm for individual item will be treated as 1<sup>st</sup> lowest.

The sealed document should reach the office of Divn. Manager (HS), OTDC Head Office, Lewis Road, Bhubaneswar on or before **08.02.2024 at 2.00 P.M.** either by Courier/ Speed Post/ Regd. Post or Drop Box. Sending of Applications through Fax/ e-mail/ electronics system shall not be accepted. Applications received after due date & time shall not be accepted. OTDC shall not be responsible for delay in postal delivery or similar reasons.

OTDC reserves the right to accept or reject any or all applications without assigning any reason thereof.

**-Sd-  
Managing Director  
O.T.D.C. Ltd**

**ANNEXURE – “A”****PRICE BID****FORMAT**

| <b><i>Sl. No.</i></b> | <b><i>Item</i></b>                                             | <b><i>Detail of Shoes</i></b>                                                        | <b><i>Name of the Brand</i></b> | <b><i>Rate in figures (Per Pc)</i></b> | <b><i>Rate in words (Per Pc)</i></b> |
|-----------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------|----------------------------------------|--------------------------------------|
| <b><i>1</i></b>       | <b><i>Shoes for Executive Staff</i></b>                        | <b><i>Leather Shoes<br/>Black Colour<br/>Without Laces<br/>Front Round Shape</i></b> |                                 |                                        |                                      |
| <b><i>2</i></b>       | <b><i>Shoes for Service Staff</i></b>                          | <b><i>Leather Shoes<br/>Black Colour<br/>Without Laces<br/>Front Round Shape</i></b> |                                 |                                        |                                      |
| <b><i>3</i></b>       | <b><i>Shoes for Mali,<br/>Sweeper &amp;<br/>Boat Staff</i></b> | <b><i>Canvas Shoe<br/>Without Laces</i></b>                                          |                                 |                                        |                                      |

***Signature of the Bidder***