



OPELIP

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC Development Department
Govt. of Odisha



Programme Management Unit

TDCCOL Building, 2nd Floor, Bhoi Nagar,
Bhubaneswar, Tel: (91) 674 – 2542709
Tele-fax: 2541772, Email: support@opelip.org

Letter No. 1580 Date: 10.07.2018

Sealed quotations are invited for supply of Office Stationery and Other related items for one year from the date of empanelment to Programme Management Unit (PMU), OPELIP, TDCCOL Building, Rupali Square, Bhoi Nagar, Bhubaneswar- 751022.

The interested Firm / Supplier/ Agency/Organization having valid registration number with VAT Clearance Certificate and TIN/SRIN/GST Number for supply of items (as per Annexure-“A”) may submit their quotation on or before 24.07.2018 by 01.00 P.M positively through registered post/courier/by hand only. The sealed quotations will be opened on 24.07.2018 at 03.00 PM. The interested bidders may download the details of Annexure-“A”, other terms and conditions from www.opelip.org . The bidders are requested to remain present at the time of opening of quotation.

The Programme Director reserves the rights to accept / reject any or all quotations without assigning any reason thereof.

Encl: As above

Sd/-

Programme Director

Memo No. 1581 Date. 10-07-2018

Copy to the Notice Board of PMU,OPELIP/TDCCOL for publication


Programme Director

INVITATION OF TENDER FOR SUPPLY OF OFFICE STATIONARY AND OTHER ITEMS

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TERMS & CONDITIONS of the tender:

2. Bid Price

- a) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- b) The Prices should be quoted in Indian Rupees only.
- c) Sales tax/VAT/GST and any other local taxes should be clearly mentioned separately in terms of percentage and amount.

3.1 Eligibility Criteria of the Bidder:

The bidder shall furnish the following documents to establish the bidder's eligibility. Absence of the following items will be out rightly rejected and same will be treated as non-responsive bid.

- a) Attested photocopy of Firm / Supplier/ Agency/Organization registration certificate
- b) Attested photocopy of PAN Number
- c) GST Registration Certificate and up-to-date Tax Clearance Certificate
- d) Price Bid in the prescribed format (Annexure-"A")duly signed

3.2. Quotation received late and incomplete will not be considered. The bidder should sign and stamp each page of the tender document.

3.3. The prices quoted should be inclusive of all taxes, transportation cost and installation cost. The bidder can quote price for each items separately.

3.4 Lowest Price Shall be determined for each category separately and the decision of the Procurement committee is final.

4. Evaluation of Tender Price

The Purchaser will evaluate and compare the tender determined to be substantially responsive i.e. which

- (a) Are properly signed and sealed;
- (b) Confirm to the terms and conditions, and specifications.
- (c) Submitted as per the prescribed format

5. General Terms & Conditions

- a. The article/items as per requirement will be purchased at the rate quoted and the lowest rate agreed by the agency.

- b. Commodities need to be supplied within 24 hours from placement of order.
- c. In no case the quality will be compromised. The office reserves the right to reject if the quality is poor. No money will be paid for poor quality supplied and the articles will be refunded.
- d. The cost will be paid soon after the receipt of the bill which is normally within two months
- e. The payment will be made after deduction of tax .if any.
- f. OPELIP reserves the right to purchase stationery articles from the supplier other than empanelled agency, Bhubaneswar if felt necessary.
- g. The stationery articles should be made available in this Department.
- h. Purchase order will be placed to the supplier from time to time within the contract period as per the requirement of the PMU, OPELIP.
- i. The rates of the items will be valid for a period of one year from the date of order. No adjustment of rates will be applicable within the time period
- j. The firm shall not assign or sublet the contract
- k. The term and conditions of the contract period is valid up to one year from the date of acceptance and may be extended for further period with mutual consent on the same terms and condition and rates.
- l. In case of failure or any deviation in quality, cost and time, the OPELIP also reserves the right to cancel this order as well declare your firm: Black Listed”.
- m. Notwithstanding the above, the OPELIP reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.
- n. Any legal disputes arising out of this are subject to jurisdiction of Bhubaneswar only.

VENDOR'S INFORMATION

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone no : Fax no : E-mail address :	
3.	Are you a dealer/reseller	
5	TIN / GST/PAN No. (with copy of certificate)	
6	Up to date Tax Clearance Certificate (Copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:

Annexure -"A"

Sl. No.	Name of the Article	Rate per Unit (Excluding Tax) in Rs.	GST, if any (in Rs.)	Total Amount (In Rs.) including Tax	Remarks
1	Arch File Big				
2	Arch File Small				
3	All Out Liquid				
4	All out Machine				
5	Attendnace Register (No-10)				
6	Ruled Register (No-10)				
7	Ruled Register (No-20)				
8	Stock Register Fixed (No-20)				
9	Stock Register Fixed (No-10)				
10	Stock Register Dead (No-20)				
11	Stock Register Dead (No-10)				
12	Advance Register No-10				
13	Journal Register No-10				
14	Journal Register No-20				
15	Register to be designed & printed as per requirement (Rate per No.including printing charges) if any				
16	Acid				
17	Alpin (Bell)				
18	Batter Small				
19	bater Clock				
20	Battery Remote				
21	Brown tape2"				
22	Brown Tape 1"				
23	Bleaching Powder				
24	Binder clip 15mm				
25	Binder Clip 19mm				
26	Binder Clip 25mm				
27	Binder Clip 32mm				
28	Binder Clip 41mm				
29	Cloth Envelop 12X10"				
30	Cloth Envelop 16X12"				
31	Cloth Envelop 14X10"				
32	Cello Tape 2"				
33	Cello Tape 1"				
34	Cups & Plate (Bone China)				
35	Costar (glass cover)				
36	Cello tape cutter 1" small				
37	Cello tape cutter 2" Big				
38	Colin				
39	Chart Paper				
40	Calculator Casio 12 Digit				
41	Calculator Cello 12 Digit CC2341				
42	Calling Bell				
43	Callinng Bell Remote				
44	Clip Board (Exam Board)				

45	Cobra File Sweta				
46	Clip Board				
47	Cobra File				
48	Cover File				
49	Cash Book No. 10				
50	Cash Book No. 20				
51	Carbon Paper				
52	Conference Pad 20 pages plain				
53	Conference 20 pages Ruled				
54	Duster				
55	Dustbind Pedal				
56	Detool Liquid hand wash				
57	Duster cloth				
58	Drawing Sheet				
59	Domex				
60	Eraz ex pen				
61	Eraser				
62	Extension Cord 4.5 Meter				
63	Extension Cord 10 Meter				
64	Envelop White 10"X4-1/2				
65	Envelop White 9X4"				
66	Envelop laminated 14X10"				
67	Envelop laminated 12X10"				
68	Envelop White 11X4"				
69	Envelop White 11X5"				
70	Engagement Stand A/4				
71	Eraz-ex-Pen Luxer				
72	E folder Transparent L type				
73	Fevical tube 22.5 grm				
74	Fevistick small 5 grm				
75	Fly Leaf thick				
76	Fevis stick Big 15 grm aber Castle				
77	Folder file Sweta				
78	Flip Chart				
79	Folder file Bottom System Single pocket				
80	Folder file Bottom System Double pocket				
81	Flat file				
82	Gems clip plastic coated				
83	Gems clip Bell 26MM				
84	Godrej Lock 6 lever				
85	Gum 300 ML				
86	Gum 700 ML				
87	Godrej Lock 7 level				
88	Glass Tumber T-10FB				
89	Glass TumblerT-10C				
90	Glass Borosil				
91	Guard File				
92	Glass Ordinary Set of 6 pcs				
93	Glass Borosil Treo (6 pcs Set)				

94	Hit Spray 225 ML				
95	harpic 500ML				
96	Hiligher pen				
97	Khadika Jgadu				
98	Phula Jhadu				
99	Lux Soap				
100	Lifebupy Soap				
101	Lock Mobaj No41				
102	Lock Mobaj No.31				
103	Lock Mobaj No. 21				
104	Magnetic Duster Kebia				
105	Mop Gla 18"				
106	Magnetic Duster Kebica				
107	Napthalene Ball				
108	Name Tag				
109	Note Pad				
110	Odoni Big				
111	Odinil Small				
112	Pen Low Quality				
113	Pen good quality				
114	Phenyl Black 500 ML				
115	Phone Index				
116	Pen stand				
117	Pencil				
118	Paper cutter				
119	Pencil Cutter				
120	Plate				
121	paper Napkin				
122	Punching Machine				
123	Pen Stand Big 4 Pen Holder				
124	Pen stand small				
125	Permanent Marker				
126	Push pin				
127	Paper Weight Flat				
128	Phul Jhadu				
129	Pin Cushion Omega				
130	Room Freshner				
131	Register				
132	Register (Attendance)				
133	Ruled Pad 1/8th Size Sweta				
134	Ruled Pad 1/4th Size Sweta				
135	Ruled Pad 1/6th Size Sweta				
136	Ruled Pad 1/8th Size Sweta				
137	Ruled Pad 1/8th Size Sweta				
138	Stock Register				
139	Stappler Machine Big				
140	Stappler machine small				
141	Stapler Pin Big				
142	Stapler pin Small				

143	Single punching machine				
144	Stamp Pad				
145	steel scale				
146	Surf Excel				
147	Stamp pad Ink				
148	Sketch pen				
149	Scale Plastic				
150	Scissor				
151	Stick pad				
152	Stick pad 3 color				
153	Stick pad 4 colour				
154	Stick pad 3"X4"				
155	Stick Pad 3"X3"				
156	Sofa cloth				
157	Scotch Bite				
158	Short hand book Sweta				
159	Stick file				
160	Towel small				
161	Towel Big				
162	Telephone Directory book				
163	Tray				
164	Toilet brush				
165	Thread ball				
166	Thermo Flash				
167	Tag				
168	Unibal pen				
169	Use & Throw pen				
170	Visiting card holder				
171	Vim Liquid				
172	Wall clock				
173	While Phenyl				
174	White Borad Marker Pen				
175	White Fuild pen Luxer				
176	White Fuild pen Luxer				
177	Water Bottle				
178	Waste paper Basket				
179	Writing Pad				
180	Writing Pad low quality Spiral				
181	Writing Pad medium quality Spiral				
182	Xerox Paper JK Copier - A/4 Size				
183	Xerox Paper JK Copier - A/3 Size				
184	Xerox Paper JK Copier -F/S Size				