

QUOTATION CALL NOTICE

No. 986 /D.R.D.A.,

Dated. 21.02.2019

Sealed Quotation are invited from reputed Firms/Suppliers having GST registration No for supply of the stationery items to DRDA, Balasore for official use. The interested Firms/ suppliers may be submit their quotation address to Project Director, DRDA, Balasore At- Balasore, Po- Balasore, Pin-756001, dist- Balasore on or before 27/2/19 at 5.00 P.M . The sealed quotation will be opened on 28/2/19 at 3PM in presence of the quotationer or their authorized agents.

The details of items, specification & quantity required may be downloaded from the district website www.baleswar.nic.in

Decision of the authority with regards to quality and quantity is final and the authority reserves the right to accept/reject any or all the quotation without assigning any reason thereof.

Sl. No.	Name of the articles	Specification (as per sample)/Brand Name	Quantity	Rate to be quoted by the Firm/Bidder
1	Photocopier Paper	(A4)size JK Copier 75 GSM (Red)	Per Packet	
2	Note Pad	20pages (Krishna/Classmate)	1 Book	
3	Stamp pad (Medium) 11.5 x 6.5	Kangaroo/Camel	Per Piece	
4	Stapler Pin No- 10	Kangaroo/Camel	Per Piece	
5	Stapler Pin (Small)	Kangaroo/Camel	Per Pocket	
6	Single punch	Kangaroo/Camel	Per Piece	
7	Double punch	Kangaroo/Camel	Per Piece	
8	Fly Leaf	Good quality (including printing charges)	Per Piece	
9	Note Sheet	60 GSM (34cm x 21 cm)	100 Piece	
10	Guard File (big size)	Indicated leafs	Per Piece	
11	Flat File	Good quality	Per Piece	
12	Cotton Tag	Good quality	1 Bundle	
13	Envelop (A4 size)	Cotton coated inside	100 Piece	
14	Envelop(Middle size) 11x5	White (including printing charges)	100 Piece	
15	Envelop(Small size) 10x5	Good quality	100 Piece	
16	Alpin	Kangaroo/Camel	Per Packet	
17	Phenyl(Black/White)	Nimyl	Per 1 liter	
18	Cover File Dak	Good quality	Per Piece	

19	Short Hand Book	Good quality	50 Pages	
20	Cello tape small	Good quality	Per Piece	
21	Cello tape Big size	Good quality	Per Piece	
22	Electric LED 9 watt	Philips	Per Piece	
23	Electric tube light(40 watt)	Philips	Per Piece	
24	Acquaintance Roll	Good quality (including printing charges)	300 Pages	
25	Receive register	Good quality (including printing charges)	400 Pages	
26	Issue register	Good quality (including printing charges)	400 Pages	
27	Peon Book	Good quality (including printing charges)	50 pages	
28	Index register	Good quality (including printing charges)	50 Pages	
29	Log Book	Good quality (including printing charges)	100 pages	
31	Short Hand Pen	Good quality	Per Piece	
32	White Fluide	Camlin	Per Piece	
33	Scissors	Kangaroo/Camel	Per Piece	
34	Toilet Cleaner	Harpic	500 ml.	
35	Table Cloth	Thick cotton cloth (Handloom)	Per meter	
36	Door Screen	Handloom product	Per meter	
37	Budkin	Good quality	Per Piece	
38	Calculator (Medium)	Citizen	Per Piece	
39	Colour Flag	Oddy	Per Pocket	
40	Urgent Slip	Good quality	Per bundle	
41	Scale	Natraj/Cello	Per Piece	
42	Pencil	Natraj/Cello	Per Piece	
43	Rubber	Natraj/Cello	Per Piece	
44	Dustbin (Big)	Plastic	Per Piece	
45	Pencil Battery	Eveready	Per Piece	
46	Room Fresher	Good quality	Per Piece	
47	Salu cloth	Red	Per Meter	
48	Folder	Kolor Nine (KN205F)	Per Piece	
49	Bucket	Anchor (10 liter)	Per Piece	

50	Mug	Anchor	Per Piece	
51	Pen stand	Cello	Per Piece	
52	Register	No- 4 (Oxford)	Per Piece	
53	Register	No- 6 (Oxford)	Per Piece	
54	Register	No- 8 (Oxford)	Per Piece	
55	Marker(green)	Camlin	Per Piece	
56	PRIASoft Voucher (Receipt)	Good quality (including printing charges)	100 Piece	
57	PRIASoft Voucher (Payment)	Good quality (including printing charges)	100 Piece	
58	PRIASoft Voucher (Adjustment/Contra)	Good quality (including printing charges)	100 Piece	
59	Glass	Yera	Per Piece	
60	Towel	Good quality	Per Piece	
61	Knife (large size)	Kangaroo	Per Piece	
62	Arch File(Ring Binder)	KN532N	Per Piece	

The bidders concerned must specify quality brand specification and corresponding rate for comparison by a committee comprising Addl. PD (Admn.), Addl. PD (Finance), Asst. Director ORMAS, DPM OLM and APD (Finance).

QUOTATION CONDITIONALITIES

The Quotationer are required to abide by the following terms & conditions during the process of tender & execution of supply.

1. Quotationer must submit PAN Card and GST Regd. certificate and three years income tax returns.
2. The turnover of the dealer must be more than 10 lakhs in any one of the last three Financial Year.
3. The Quotationer has to deposit Rs. 5000/- as EMD in shape of Demand Draft in favour of Project Director, DRDA Balasore (Refundable) which is to be attached in the tender paper. The selected bidder will be refunded EMD money after completion of the contract period.
4. The interested firms/suppliers may submit their quotation addressed to Project Director, DRDA, Balasore through Regd. Post. Or Speed post on are before 27/2/2019 by 5PM.
5. Quotation received after the due date and time will not be considered.
6. Sample/Quality (where necessary) shall e enclosed with the quotation as per specification.
7. The item wise rate should be quoted including all taxes, transportation and handling charges for delivery of the articles at DRDA office

8. A declaration from the quotationer that if approved he/she will supply goods for at least one year in same rate, otherwise EMD money will be forfeited at the same time they are liable to penalized for any other damaged and loss arising out of this breach of contract as decided by the undersigned (declaration form as per annexure-01 with affidavit from the Executive Magistrate).
9. The selected Agency/Firm has to supply the requisite articles etc within 7 days of receipt of the order without fail or else the supply order shall be treated as cancelled and the EMD amount shall be forfeited.
10. The Quotationer must mention the rate and total GST separately.
11. In case of any deviation found in supply of inferior quality, the authority has every right to refuse the receipt of the ordered articles with forfeit of EMD money, cancellation of contract and any other action deemed proper.
12. The opening of sealed tender will be held on dated 28/02/19 in the Office Chamber of DRDA, Balasore at 3 PM.
13. The tender paper will be opened in the presence of the Quotationer or his authorized representative.
14. The selected agency should be produced the final bill after supply of entire items against the work order. No part bill shall be considered for payment.
15. Payment shall be made after delivery of the goods at DRDA, Balasore through e-transfer after submission of the bills in duplicate.
16. Any legal dispute arising is subject to Balasore district jurisdiction.


Collector, Balasore
Reddy 21/2/19

Annexure-I

Sl No.	Articles	Brand Name	Amount
1	2	3	4
1	Photocopier Paper		
2	Note Pad		
3	Stamp pad (Medium) 11.5 x 6.5		
4	Stapler Pin No- 10		
5	Stapler Pin (Small)		
6	Single punch		
7	Double punch		
8	Fly Leaf		
9	Note Sheet		
10	Guard File (big size)		
11	Flat File		
12	Cotton Tag		
13	Envelop (A4 size)		
14	Envelop(Middle size) 11x5		
15	Envelop(Small size) 10x5		
16	Alpin		
17	Phenyl(Black/White)		
18	Cover File Dak		
19	Short Hand Book		
20	Cello tape small		
21	Cello tape Big size		
22	Electric LED 9 watt		
23	Electric tube light(40 watt)		
24	Acquaintance Roll		
25	Receive register		
26	Issue register		
27	Peon Book		
28	Index register		
29	Log Book		
31	Short Hand Pen		

32	White Fluide		
33	Scissors		
34	Toilet Cleaner		
35	Table Cloth		
36	Door Screen		
37	Budkin		
38	Calculator (Medium)		
39	Colour Flag		
40	Urgent Slip		
41	Scale		
42	Pencil		
43	Rubber		
44	Dustbin (Big)		
45	Pencil Battery		
46	Room Fresher		
47	Salu cloth		
48	Folder		
49	Bucket		
50	Mug		
51	Pen stand		
52	Register		
53	Register		
54	Register		
55	Marker(green)		
56	PRIASoft Voucher (Receipt)		
57	PRIASoft Voucher (Payment)		
58	PRIASoft Voucher (Adjustment/Contra)		
59	Glass		
60	Towel		
61	Knife (large size)		
62	Arch File(Ring Binder)		

DECLARATION FORM

I/We _____ having _____ my/our
_____ do hereby declare that I/We have carefully read all the terms
& conditions of the _____ tender of DRDA, Balasore. The
approved rate will remain valid for a period of one year from the date of approval. I will abide
with all the terms & conditions set forth in the tender paper reference No-_____.

I/We agree that the tender inviting authority can forfeit the EMD deposit money if not complying
with all the tender term & conditions.

I/We do hereby declare that I/We have not been derecognized/ black listed by any State Govt.

Signature of the bidder

Date:

Name & Address of the Firm