

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, BALASORE**  
**(DISTRICT CHILD PROTECTION UNIT)**

**Expression of Interest for empanelment of vendor for supply of Office Stationery**

Notice No: 600 /DCPU-Acct-2024

Dated: 12.11.2024

Sealed application are invited from intending agencies /Suppliers/individuals for empanelment as vendor to supply of **Office Stationery to District Child Protection Unit, Balasore** for a period of one year on annual rate contract basis. Details regarding supply as per need and the term & conditions for empanelment may be downloaded from the district website [www.balasore.nic.in](http://www.balasore.nic.in). The sealed application should be reach the Office of **District Child Protection Unit, 2<sup>nd</sup> Floor, New Collectorate Building, Balasore** on or before **25<sup>th</sup> November 2024** (till 2.30 P.M) through **Registered Post/ Speed Post/ Courier Service only**, which will be opened on **25<sup>th</sup> November 2024 at 5.30 P.M** in the presence of applicant or their authorized representatives in the office chamber of **Additional District Magistrate, Balasore**. The application should superscribed on the top of the envelope as "**Application for supply of Office Stationery to District Child Protection Unit, Balasore on different events**".

**GENERAL TERMS AND CONDITIONS**

1. Applicant shall prepare the bid (Annexure-I, II & III) and submit it in a sealed envelope addressed to District Child Protection Unit, 2<sup>nd</sup> Floor, Collectorate New building , Balasore and send it through Speed Post/Registered Post/ Courier only (no other means will be entertained).
2. The EMD for a sum of Rs.5,000 -(Rupees five thousand only) shall be deposited by the intending applicant in shape of Demand Bank Draft drawn in favour of the District Child Protection Unit, Balasore and submitted along with the application . After completion of selection process the amount will be refunded to unsuccessful applicant.
3. The applicant must be registered under GST Act.
4. The applicant must have Current Account in bank with name of trade as mentioned in the GST certificate.
5. The applicant must have past experience in supply of IEC materials to Govt. offices.
6. The applicant should have a registered office / branch office in Balasore district.
7. The applicant should not have been blacklisted by any State Government/ Central Govt. / PSU in India. A self declaration is required as per Annexure-III.
8. The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the applicant..
9. Required items to be order one day or 12 hours prior to the event and the agency / firm is responsible to provide required quantity in time. In case of non compliance i.e. delay in supply, poor quality of food etc. 10% amount of penalty to be deducted from the billing amount.
10. The selected vendor must agree to supply on credit for a period of 45 days.
11. All the transit risks & cost shall be the responsibility of the supplier.
12. Time to time the vendor shall agree to supply the material or items requisite by this office other than prescribed in annexure -II .
13. The vender should agree to provide other requisite office stationeries as per requirement of Office.
14. Failure to supply the requisite items as per the approved technical specification may lead to forfeiture of security money deposit and blacklisting of the suppliers.



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15. Bids shall remain valid for a period of one year and may be extended for next one year from the date of award of the tender.
16. The lowest quoted price with genuine quotationer /reputed supplier having fulfill all the condition will be taken into consider for empanelment.
17. All the disputes shall be subjected to the jurisdiction of civil Courts situated in Balasore.
18. The authority reserves the right to cancel the contract at any time without prior notice and showing any reason there off.
19. The application form along with the details terms and conditions is available in official website [www.balasore.nic.in](http://www.balasore.nic.in).

By the order of Additional District Magistrate, Balasore

  
District Child Protection Officer,  
Balasore

Memo No. ~~601~~ /DCPU-Acct-2024

Dated. 12.11.2024

Copy forwarded to PA to Collector, Balasore, for kind information of Collector, Balasore.

  
District Child Protection Officer,  
Balasore

Memo No. ~~602~~/DCPU-Acct-2024

Dated. 12.11.2024

Copy forwarded to DIPRO, Balasore, for information with a request to publish the Advertisement in widely circulate daily News Paper.

Copy forwarded to DIO, NIC Balasore, for information with a request to upload the same in district NIC portal, Balasore.

  
District Child Protection Officer,  
Balasore

Memo No. ~~603~~ /DCPU-Acct-2024

Dated. 12.11.2024

Copy to Office Notice Board/Guard file..

  
District Child Protection Officer,  
Balasore

**District Child Protection Unit, Balasore**  
**Application for Empanelment as vendor for supply of Office Stationery**

- 1 Name of the firm/Agency/ Individual :
- 2 Registered office Address & Complete postal address :
- 3 Telephone, Fax Numbers & e-mail id :
- 4 GST Number & Copy of G.S.T. Registration Certificate. :
- 5 PAN No. & Copy of PAN :
- 6 Details of Earnest Money Deposit Rs. 5000/- (i. e. D.D. NO. and bank details etc.) :
- 7 Details of Current Bank account :
- 8 Whether having past experience in the field (Yes/No) if yes, attach documents:- :

**DECLARATION**

I/we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/ our knowledge. I/we understand that in case of any deviation / forged information in the above statement at any stage, or firm/ agency will be blacklisted and will not have any dealing with your organization in future.

Date:

Place:

Seal & Signature of the applicant

**SPECIFICATION ITEMS**  
**PRICE BID**  
Selection of vendor for supply of Office Stationery

Sl No.	Description	Qty	Price (Including GST)
1	A4 Size JK Paper(Red)	per piece	
2	Poly-Plastic A4 Documents , Files, Storage Envelope, Folder Bag with Snap Button	per piece	
3	Cover File with tag hole and Cloth pasting	per piece	
4	Registers with different nos	per piece	
5	Writing Pad (80 page single line, Size=14.8x21 cm)	per piece	
6	Stapler, Calculator, Pasting Gums, Stampeds,		
7	Other necessary Office stationeries		

Date:

Place:

Seal &amp; Signature of the applicant

**SELF DECLARATION FOR NOT BLACK LISTED**

To,

The Additional District Magistrate, Revenue  
Balasore

Ref.: Notice No.....Dated:..... empanelment for supply of Office  
Stationary to District Child Protection Unit, Balasore.

Sir,

I/ We ..... hereby

confirm that our firm.....has not been

banned or blacklisted by any Government organization/Financial institution/Court /Public

sector Unit /Central Government.

Date:

Place:

Seal & Signature of the applicant