|  |
| --- |
|  **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH** **GHATIKIA, BHUBANESWAR-751 029 ODISHA** |

**Tender No: 2373 /OUTR/PW/2024 Date : 24/07/2024**

**ADVERTISED TENDER ENQUIRY**

**NOTICE INVITING TENDER FOR SUPPLY OF MISCELLANEOUS STATIONERY ITEMS AND IT CONSUMABLES ON ANNUAL RATE CONTRACT**

Sealed tenders under Open Tender Enquiry are invited in **TWO bid** system from registered suppliers/agencies/authorized dealers for supply of miscellaneous stationery items and IT consumables to Odisha University of Technology and Research, Bhubaneswar for a period of one year on annual rate contract basis.

 Interested bidders may obtain details terms and conditions from the university website. They may download the tender document from our website : [www. outr.ac.in](http://www.nhmodisha.gov.in)

The last date of submission of tender is 20/08/2024 upto 3 P.M. and will open on 21/08/2024 at 3 P.M. The sealed tender will be received **by Speed Post/Registered Post/Courier only. No hand delivery is acceptable.** Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

Tender (s) should be sealed and superscribed with Tender on “**SUPPLY OF MISCELLANEOUS STATIONERY ITEMS AND IT CONSUMABLES ON ANNUAL RATE CONTRACT**” with Tender Notice No., date and due date & addressed to:

**Registrar,**

**Odisha University of Technology & Research,**

**Techno Campus, Ghatikia, Mahalaxmi Vihar,**

 **Bhubaneswar-751 029**

 **REGISTRAR**

**TENDER FOR SUPPLY OF MISCELLANEOUS STATIONERY ITEMS AND IT CONSUMABLES ON ANNUAL RATE CONTRACT**

 **CRITICAL INFORMATION**

 Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

|  |  |  |
| --- | --- | --- |
|  Sl. No. | Information  | Details |
| 1 | Tender Number and Date  | 2373 /OUTR/PW/2024 Date : 24/07/2024 |
| 2 | Period during which tender document will be available on website [***www.outr.ac.in***](http://www.outr.ac.in)  | 26/07/2024 to 20/08/2024 |
| 3 | Tender Fee( Non- Refundable) | Rs. 2,000/- in shape of Demand Draft in favour of " Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)" |
| 4 | Bid security (EMD) : (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Pay Order\*/ Banker’s Cheque. The bid security is exempted to the bidders, who are registered with MSME only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim. | Rs. 20,000/- (Rupees Twenty Thousand only)Demand Draft in favour of " Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"  |
| 5 | Type of Bid | Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format |
| 6 | Last date & time for submission of tender | 20/08/2024 upto 3 p.m. |
| 7 | Date & time of opening of Technical & Financial Bid | 21/08/2024 at 3 p.m. |
| 8 | Performance Guarantee/Security deposit  | Rs. 20,000/- in shape of DD/BG/Security bond |
| 9 | Place of opening of Technical Bid & Financial Bid | Office of the RegistrarOdisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029 |
| 10 | Validity of Bid | 90 days from the date of opening of Tender. |
| 11 | For any technical query please contact  | Prof. Ullash Ku. Rout, Ph. No. 7978360990 e-mail :picpurchase@outr.ac.in |
| 12 | Tender Should be addressed to  | **The Registrar,****Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029** |

**General Instructions and Terms & Conditions.**

1. **Eligibility :**

All the Bidders / Agencies must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested with stamp) in support of their claim along with the Technical Bid. The Financial bids of only those bidders who meet all the eligibility criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive hence rejected; and, the corresponding financial bids shall also not be opened.

1. The supplier should be registered with the concerned Government Department for supply of stationery, IT items and other general store items. Registration certificates to that effect should invariably be placed with the tender document.
2. The firm should have experience of 5 ( Five) years in supply of stationery items to Educational Institutions/Govt. / Pvt. Organizations. The firm has to furnish the work order / contract copies in support of that.
3. The bidder should have an average Annual Turnover of Rs. 5 lakh ( Rupees Five lakhs) during the last three financial years i.e. 2020-21, 2021-22 & 2022-23; Should submit the audited balance sheet and P&L Account statement (of the last three financial years i.e. 2020-21, 2021-22 & 2022-23) duly signed by a Chartered accountant.
4. The bidder should have valid GST registration with upto date return. Self-Attested copies of GST Registration Certificate to be submitted in the technical bid .
5. The bidder should have PAN. (Self-Attested copies of PAN Card.
6. The bidder must have submitted Income Tax Return for last three years (2020-21, 2021-22 & 2022-23). Copies to be attached.
7. The bidder/firm has not been debarred / blacklisted by any Govt. Organization Semi-Govt. Organization / PSU in the letter head of the firm as per the format

2. Any tender received after the scheduled time or incomplete in any manner will not be accepted.

3. The bidder is expected to examine all instructions, terms & conditions, specifications in the tender documents. Failure to furnish information required in every respect will be the bidders risk and may result into rejection of the bid.

1. **Cost of the bid documents :** The interested bidders are to download the tender documents from the website of the OUTR (erstwhile CET) [www.outr.ac.in](http://www.outr.ac.in) and should submit a Demand Draft of **Rs. 2,000.00** (not refundable) drawn in any **Scheduled Bank** in favour of “**Odisha University of Technology and Research” payable at Bhubaneswar** towards cost of the bid documents along with the technical bid**. Bids not accompanied with cost of bid documents of the requisite amount or without proper validity will be summarily rejected**.
2. **Bid Security/EMD (refundable without interest):**
	1. **An Earnest Money Deposit (EMD) of Rs.20,000.00 (Rupees Twenty thousand only)** should be submitted in form of Demand Draft drawn in any **Scheduled Bank** in favor of **Odisha University of Technology and Research” payable at Bhubaneswar except MSEs (the certificate to this effect should be attached)** along with the technical bid**, failing which Bids shall be treated as non-responsive and summarily rejected.**
	2. The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of the tender.

6. **Submission of Bid**.

(a) The tenderer will required to submit the tender in two bid system as mentioned below :-

The tender is to be submitted in two separate sealed Envelopes and further sealed in one Envelope mentioning thereon the **Envelope No.1** and **Envelope No. 2** and contents as indicated below:

(b) **Envelope Number-1 (Technical Bid)**

Cover forming Envelope -1 of the Tender shall be super scribed with words Technical Bid of “Tender for  **SUPPLY OF MISCELLANEOUS STATIONERY ITEMS AND IT CONSUMABLES ON ANNUAL RATE CONTRACT** ” along with tender number and due date.

Envelope number-1 shall contain the DD for EMD & Tender fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency**.**

**(c) Envelope Number-2 (Financial Bid)**

Sealed cover forming Envelope -2 of the Tender shall contain **Financial Bid in the prescribed Proforma** which should be super scribed with words **Financial Bid of “SUPPLY OF MISCELLANEOUS STATIONERY ITEMS AND IT CONSUMABLES ON ANNUAL RATE CONTRACT** **” along with tender number and due date.**

(d) Both the Sealed covers containing Envelope -1 and Envelope -2, shall be put in another third Envelope and sealed properly super scribing the words Tender for “**SUPPLY OF MISCELLANEOUS STATIONERY ITEMS AND IT CONSUMABLES ON ANNUAL RATE CONTRACT** ” along with tender number, date and due date addressed to the Registrar, **Odisha University of Technology and Research**, **Techno-Campus, Ghatikia, Mahalaxmi Vihar**, **Bhubaneswar-751029 on or before the date & time mentioned in Tender.** Any tender received after the prescribed date & time will not be accepted.

7. **Performance security** : The successful bidders(s) shall have to submit a performance security of Rs. 20,000/- (Rupees Twenty Thousand) only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled in favour of Odisha University of Technology and Research drawn on any Scheduled Bank payable at Bhubaneswar" or Insurance Surety bonds/Fixed Deposit Receipt/Bank Guarantee duly pledged to Registrar, OUTR, Bhubaneswar within 30 days from the date of award of the contract. The performance security shall be refunded after completion of contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.

8. If the envelope is not sealed and marked, it is not the responsibility of purchaser for the bid’s misplacement or premature opening.

9. It may be noted that rates shall be quoted against the brand of items mentioned at Tender Format – Envelope Number-**2**  (Price Bid) at Annexure-VIII & VIII(A).

10. Rates quoted by the firm should not be more than MRP.

11. The Firm should be located in Bhubaneswar, Odisha only.

12. Amendment of bidding documents : At any time prior to the submission of the bids, the purchaser may, for any reasons, whether at their own initiate or in response to the clarification requested by the prospective bidder, may modify the bidding documents by amendments. The amendment will be notified in the university website only.

13. Signing of Bid : The bid shall be typed or written in fast ink and shall be signed by the bidder or a person duly authorized to bind the bidder to contract.

14. Contacting the Purchaser : No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

15. Evaluation of Bid:

15. 1. The bids shall be evaluated in two stages i.e. technical bid evaluation and financial bid evaluation.

15.2 The financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.

 15.3. **Techno-commercial bids** shall be evaluated based on the available documents submitted by the bidder by the duly constituted committee in the presence of the Bidders or their authorized representatives who wish to attend at the specified place and time as mentioned in the tender.

* 1. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid.

15.5 University also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

**16. FINANCIAL BID PROCEDURE & EVALUATION**

1. Financial bid (BOQ) shall be submitted as per format in Annexure -VIII & VIII (A). The financial bid (BOQ) of all techno-commercially qualified bidders will be opened on the schedules date & time.
2. The firms/ Agencies shall quote for either category of items mentioned in the Annexure I or II or for both the categories. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. Item wise evaluation shall be made to arrive at the lowest bidder of that item(s). The higher bidder if agrees to supply the goods in L1 price, will be empanelled for the rate contract.

**17. Bid validity** **Period** : Bid shall remain valid for 90 days from the date of opening of bid. Bid validity may be extended by the bidder by submitting a letter to OUTR in writing on receipt of request from OUTR if required.

18. The supplier selected shall have the responsibility to supply the Stationery items and IT consumables mentioned at Annexure VIII & VIII(A) as per the purchase order which is required for carrying out day to day official work at Odisha University of Technology and Research, Bhubaneswar 751 029.

19. **Contract Validity** :This rate will be applicable for purchase of the Stationery items and IT consumables for one year from the date of award of contract on an annual rate contract basis and may be extended for a further period of 12 months or more on year to year basis with mutual consent on the same terms and conditions and rates.

20. The suppliers shall also ensure that the quality and quantity has to be as per the purchase order and approved rate contract.

21. The Odisha University of Technology and Research, Bhubaneswar will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by the firm immediately.

22. **Award of Contract :**

Contract shall be awarded to the lowest evaluated bidder L1. The firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. There will be individual evaluation for each item. However, university may consider empanelment of remaining vendors (L2,L3 etc.) on matching at L1 price.

23. TERMS OF PAYMENT :

a) 100% Payment will be made within 45 days after delivery of goods in good condition and certificate from concerned department and submission of clear Tax Invoice.

b) Payment shall be made by electronic fund transfer offered by the bank.

c) No payment will be admissible for goods rejected.

24. **PENALTY:** Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part thereof shall be levied and recovered subject to maximum of 10% of undelivered goods

25. **DELIVERY**: Free delivery at OUTR. Delivery should be made within 15/30 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

26. Warranty : The goods supplied shall be free from all defects and shall be of the highest/requested quality as per the contract. Any defect arises to the goods under warranty, shall be replaced free of cost by the bidder.

26. **Applicable Law:**

The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.

27. **Force majeure** : If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or 15 days, whichever is more, either party may at its option terminate the contract.

28. **Arbitration**:

 OUTR and the selected agency will make every effort to resolve amicably by direct negotiation for any disagreement or dispute arising between them under or in connection with the contract. Any dispute arising out of this contract shall be referred to the Vice Chancellor, OUTR for his decision. The decision of Vice Chancellor shall be final and binding.

**ANNEXURE-I**

 **FORMAT OF APPLICATION FOR TECHNICAL BID (Envelope-1)**

In response to the tender notice No. dated downloaded from your website we would like to express interest to participate in the above tender for supplying/providing commercial vehicles. The details as under :-

|  |  |  |
| --- | --- | --- |
| Sl. No.  | Information required | Details to be filled up by the bidder |
| 1 | Name of the Organization / Agency |  |
| 2 | Complete postal address with pin code |  |
| 3 | Telephone / Mobile No |  |
| 4 | E mail Id  |  |
| 5 | Name of representative with Mobile No |  |
| 6 | Details of Tender Fee : DD No, date & amount |  |
| 7 | Details of EMD : DD No, date & amount/Bid Security declaration form |  |
| 8 | GST Registration Number (with copy of GSTIN) |  |
| 9 | PAN Number |  |
| 10 | IT Return for the last three financial years (2020-21,2021-22,2022-23) (copy attached)  |  |
| 11 | The bidder should have at least Five (5) years experience in supply of stationery/IT products and must have executed the similar contract with copy |  |
| 12 | Annual Turnover for the last three years (2020-21,2021-22,2022-23) |  |
| 13 | Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf)  |  |
| 14 | Name of the Bank, Branch & IFSC Code |  |
| 15 | Additional Information (if any) |  |
|  |  |  |
|  |  |  |

Signature of the applicant

(Full name of applicant)

Stamp & date

**Note : This is to be furnished on the letter head of the organization**

 **ANNEXURE-II**

 (On Letter head of tenderer)

 **Part -1**

 **(Technical Bid) – Cover A**

 (To be furnished in Cover A-Technical Bid)

 Date :

To

The Registrar,

Odisha University of Technology and Research,

Techno Campus, Ghatikia, Bhubaneswar-751029

**Sub : Acceptance of Terms & Conditions of Tender**

Dear Sir /Madam,

1. I / We have downloaded the above mentioned tender documents from the University website.

2. I / We hereby certify that I / We have read the entire terms & conditions of the tender documents which form part of the contract agreement and I / We shall abide by the terms & conditions contained therein.

3. I / We hereby unconditionally accept the tender condition of above mentioned tender documents / corrigendum (if any) in its to totality / entirely.

4. I / We do hereby declare that our firm has not been blacklisted / debarred by any Govt. Organization / Public Sector undertaking during the last 3 financial years.

5. The contract will be awarded to the successful bidder whose bid matches with the L-1 Price and the higher bidder if agrees with L1 price will be empanelled for rate contract.

6. I / We certify that all information furnished by our firm is true & correct and in the event of any information is found to be incorrect / untrue, then the University shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said EMD absolutely.

 Yours sincerely,

Date :

 Signature of the bidder with

 Official Seal

 **ANNEXURE –III**

 **BID SECURITY SELF DECLARATION FORM**

**(to be submitted by MSE Bidder only along with Uydam registration for claiming EMD exemption**)

Bid No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

1. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
2. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**ANNEXURE –IV**

**Bidder’s Authorisation Certificate**

To

**The Registrar,**

**Odisha University of Technology and Research**

**(Erstwhile College of Engineering and Technology)**

**Techno-Campus, Mahalaxmi Vihar**

**Bhubaneswar-751029**

Sub : Bidder’s Authorisation Certificate.

Sir,

With reference to the Tender Notice No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ms./Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <Name>,<Designation>, is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. Her/his contact mobile number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Email id is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For the purpose of validation, his/ her verified signature is as under.

Thanking you,

 The specimen signature is attested below:

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Specimen Signature of Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorizing Authority

Name of Authorizing Authority

 Designation: Company Seal:

**ANNEXURE –V**

 **FORM FOR FINANCIAL CAPACITY**

|  |  |
| --- | --- |
|  Description | Financial Years |
| 2020-2021 | 2021-22 | 2022-23 |
| Annual Turnover |  |  |  |
| Net Worth |  |  |  |
| Current Asset |  |  |  |
| Current Liabilities |  |  |  |
| Total Revenue |  |  |  |
| Profit before Tax |  |  |  |
| Profit after Tax |  |  |  |

 **CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from selling of Stationery/ IT consumables only for the financial years mentioned above in respect of M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

 NAME , ADDRESS AND CONTACT DETAILS :

UDIN :

**Signature of bidder with seal**

 **ANNEXURE-VI**

**CRIMINAL LIABILITY UNDERTAKING**

 **(To be given on Company Letter Head)**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To

The Registrar,

Odisha University of Technology & Research,

Ghatikia, P.O.: Mahalaxmi Vihar,

Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

 I …………….…………………………………………………… S/o…………………………………..Resident of ………………………………………………………………………………………………………… do solemnly pledge and affirm that I have not committed any offence.

1. Under the Prevention of Corruption Act 1988; or
2. The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
3. I have not been debarred by any Central/State Government Organisation/Bodies for the last 3 years.

 Signature with Designation

**ANNEXURE - VII**

**Check list for Technical Bid**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Particulars of Documents | Yes/No | If Yes, Page No. |
| 1 | Self-attested copy of valid Registration number of the firm/agency or Certificate of Incorporation |  |  |
| 2 | Details of Tender fee of Rs. DD No. dt. |  |  |
| 3 | EMD Details/ Udyam registration +Bid security Declaration, as applicable |  |  |
| 4 | Authorization letter from the head of the firm or Owner/Proprietor |  |  |
| 5 | Details of bidders profile (Annexure I) |  |  |
| 6 | Acceptance of terms and conditions of tender |  |  |
| 7 | Proof of 5 (Five) years experiences as specified in the Tender. |  |  |
| 8 | Self-attested copy of GST Registration No. with upto date return |  |  |
| 9 | Self-attested copy of the PAN card issued by the Income Tax Department |  |  |
| 10 | Copies of Income-Tax Return of the last three financial (2020-21, 2021-22, 2022-23) year. |  |  |
| 11 | Specific Certificate from Satisfactory Auditors consisting Annual turnover of last financial year as per Annexure-V |  |  |
| 12 | Criminal liability certificate, as per Annexure - VI |  |  |
| 13 | Price Bid as per the Format (Annexure- VIII & VIII(A)  |  |  |
| 14 |  Any other |  |  |

Date :

Signature of the Bidder

Place :

 (Name and Address of the Bidder)

With seal

**Part -II (Price Bid) – Cover B**

**(to be furnished in Cover B-Price Bid)**

 **(Office Stationery Items)** **Annexure - VIII**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SL. No. | Name of the Items | BRAND- I | Rate (Rs.) inclusive GST | BRAND - II | Rate(Rs.) inclusive GST | BRAND- III | Rate(Rs.) inclusive GST |
| 1 | Alpin 100 gm | BELL |  | GORILLA |  | BEST  |  |
| 2 | Alpin Magnetic Box | OMEGA |  | BELL |  | CELLO |  |
| 3 | Arch file Card board With Lever (14”X10”) | SWETA |  | STAR |  | SHIVA |  |
| 4 | Arch file Plastic 2-D Ring binder ( 25 MM) file | MAX |  | TRIO |  | SAYA |  |
| 5 | Attendance Register with printing of OUTR Bhubaneswar  | RAJDHANI |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 6 | Binding ruled register – 4 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 7 | Binding ruled register – 6 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 8 | Binding ruled register – 8 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 9 | Binding ruled register – 10 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 10 | Binding ruled register – 12 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 11 | Binding ruled register – 20 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 12 | Binding ruled register – 30 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 13 | Binding ruled register – 40 no | RAJDHANI(equivalent) |  | NAVNEET |  | KRISHNA(equivalent) |  |
| 14 | Brown TAPE (for Packing) 2 " and 50 mtr  | ISO MARK  |  | ISO MARK  |  | ISO MARK |  |
| 15 | Board pin (Plastic top)  | VIKRANT  |  | GORILLA  |  |  ODDY |  |
| 16 | Calculator 12 Digit with Warranty  | CASIO  |  |  BISTEC  |  |  CITIZEN |  |
|  17 | Copier paper A4, 70 GSM – 500 SHEETS | JK |  | JK |  | BILT |  |
|  18 | Copier paper A4, 75 GSM – 500 SHEETS | JK |  | JK |  | BILT |  |
|  19 | Copier paper A4, 80 GSM – 500 SHEETS | JK |  | JK |  | BILT |  |
|  20 | Copier paper A3, 100 GSM – 500 SHEETS | JK |  | JK |  | BILT |  |
| 21 | Correction pen  | LUXORE  |   |  KORES  |   |  CAMLIN |  |
| 22 | Dak Register 300 pages 70 gsm | Neel  |  | Gagan |  |  |  |
| 23 | Despatch Register 300 pages 90 gsm | Anupam  |  |  Ahswini  |  |  Navneet |  |
| 24 | Dusting Cloth  |  |  |  |  |  |  |
| 25 | Envelop 70 gsm (10"X5") | Local |  |  |  |  |  |
| 26 | Envelop (14” X 6”)  | Local |  |  |  |  |  |
| 27 | Envelop ( 9” x 4”) | Local |  |  |  |  |  |
| 28 | A4 size envelop plain | Local |  |  |  |  |  |
| 29 | A4 size cloth envelop  | Local |  |  |  |  |  |
| 30 | Gum bottle | Kores |  | Camel |  |  |  |
| 31 | Gum tube 50 ml | Kores |  |  camel  |  |  FEVICOL |  |
| 32 | Gum Stick 15gm  | ODDY  |  |  Faber Castle  |  |  CAMEL |  |
| 33 | Note Sheet ( 90 GSM) (34” x21”) Light Green Colour) OUTR Bhubaneswar printing, | Local |  |  |  |  |  |
| 34 | Note Sheet 75 GSM | Local |  |  |  |  |  |
| 35 | Office File Cover (Fly leaf)(Green/Yellow, 30 GSM, 55" x 34") OUTR Bhubaneswar Cloth pasting with eyelets (Normal File Covers) | Local |  |  |  |  |  |
| 36 | Flat Cobra file 24 gsm |  |  |  |  |  |  |
| 37 | Permanent Marker  | Camlin |  | Faber Castle |  | Any standard band |  |
| 38 | Punching Machine (Double) | Kangaro |  |  |  |  |  |
| 39 | Punching Machine (Single)  | Kangaro |  |  |  |  |  |
| 40 | Ruled Register 150 pages (Legal size) | Anupam  |  |  Ahswini  |  |  Navneet |  |
| 41 | Ruled Register 280 pages (Legal size) | Anupam  |  |  Ahswini  |  |  Navneet |  |
| 42 | Scissor(Medium) |  |  |  |  |  |  |
| 43 | Stamp pad  |  Kores |   | Camel |   |  Camlin |  |
| 44 | Stamp pad ink | Kores |  | Camel |  | Camlin |  |
|  45 | Stapler hd 23S24 | KANGARO |  | CAMLIN |  | CAMEL |  |
| 46 | Stapler medium hd 10D | KANGARO |  | CAMLIN |  | CAMEL |  |
| 47 | Stapler HS 45P | KANGARO |  | CAMLIN |  | CAMEL |  |
| 48 | Stapler pin medium 24/6 | KANGARO |  | CAMLIN |  | CAMEL |  |
| 49 | Stapler pin small No-10 1M | KANGARO |  | CAMLIN |  | CAMEL |  |
| 50 | Stapler pin big 26/10 | KANGARO |  | CAMLIN |  | CAMEL |  |
|  51 |  Tag ( 50 NOS.) 5.5 Inch white thread  |  LOCAL  |   |  LOCAL  |   |  LOCAL  |   |
| 52 | White board marker  | REYNOLDS  |  |  CELLO  |  |  CAMEL |  |

Bidders are required to quote for the above mentioned brands or equivalent brands. (Please specify brand name)

Pl. mention the % of GST included in the above price: \_\_\_\_\_\_\_\_\_\_\_

(Signature and seal of the authorized signatory)

Place:

 Part -II (Price Bid) – Cover B **Annexure – VIII (A)**

(To be furnished in Cover B-Price Bid)

(IT Consumable Items)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Items (Cartridge for Printers)  |  BRAND | Rate (Rs.) inclusive GST |
| 1 | Printer Cartridge 12 A | HP |  |
| 2 |  Cartridge/Tonner 88 A | HP |  |
| 3 |  Cartridge – 30A | HP |  |
| 4 |  Cartridge-110 A | HP |  |
| 5 | Cartridge Q7563A (COLOR) | HP |  |
| 6 | Cartridge – 126A | HP |  |
| 7 | Cartridge 158A/158X | HP |  |
| 8 | Cartridge – 36A | HP |  |
| 9 | Cartridge – 53A/158X | HP |  |
| 10 | Cartridge- 46  | HP |  |
| 11 | Cartridge- 410 A | HP |  |
| 12 | Cartridge – 78A | HP |  |
| 13 | Cartridge – 18A | HP |  |
| 14 | Cartridge – 166A | HP |  |
| 15 | Cartridge – 802 | HP |  |
| 16 | Cartridge – 22/21 | HP |  |
| 17 | Cartridge – 137A | HP |  |
| 18 | Cartridge – 80A | HP |  |
| 19 | Cartridge – 53A/Q7553A | HP |  |
| 20 | HP CC 530A, 531A, 532A, 533A (Colour) | HP |  |
| 21 | Cartridge-1230D | RICOH |  |
| 22 | Cartridge- SP 210 SU | RICOH |  |
| 23 | Cartridge- SP 200  | RICOH |  |
| 24 | Cartridge- MP 200 IL | RICOH |  |
| 25 | Cartridge- SP 250 SF | RICOH |  |
| 26 | Cartridge – MP 2001L | RICOH |  |
| 27 | Cartridge – MP C2503 | RICOH |  |
| 28 | Cartridge – T664 | EPSON |  |
| 29 | Cartridge – C13T 122180 | EPSON |  |
| 30 | DOT Matrix | EPSON |  |
| 31 | ECO Tank L3210 | EPSON |  |
| 32 | Cartridge – TR-2365 | BROTHER |  |
| 33 | Cartridge – DR2025 | BROTHER |  |
| 34 | Cartridge – Konica Minolta Bizhub 2051 | Konica |  |

Bidders are required to quote for the above mentioned brands

Pl. mention the % of GST included in the above price: \_\_\_\_\_\_\_\_\_\_\_

(Signature and seal of the authorized signatory)

Place: