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**ODISHA HUMAN RIGHTS COMMISSION  
TOSHALI BHAWAN, 2<sup>ND</sup> FLOOR, SATYANAGAR  
BHUBANESWAR -751007**

**TENDER DOCUMENT**

**FOR TENDER CALL NOTICE NO. 7513 /OHRC, Dated: 22.05.18**

1. Sealed Tenders in prescribed format are invited from the authorized dealers (Distributors/Wholesalers/Retailers) located in Bhubaneswar for supply of Office Stationeries / articles as indicated in Annexure 'A' to the Odisha Human Rights Commission, Bhubaneswar. The tenderers should quote the price inclusive of all taxes. Valid GST registration certificate & Income Tax clearance certificate should be furnished along with the tender documents. The delivery of the approved items needs to be confirmed within a week of the receipt of supply order.
2. The tenderer should enclose the Earnest Money of Rs. 2000/- (Rupees Two thousand) only in the shape of A/c Payee Bank Draft payable to Deputy Secretary, Odisha Human Rights Commission at Bhubaneswar which will be refunded to the tenderers whose tenders are not accepted. The Earnest Money for the successful tenderer(s) will be released only after satisfactory performance of the materials to be supplied.
3. The tender documents should reach the under signed by 25-06-2018 upto 05:00 PM and shall be opened on 26-06-2018 at 03:00 PM in presence of the tenderers or their authorized representatives. The item wise short list shall be prepared basing on the lowest rate offered by the tenderers. The authority reserves the right to reject any or all tenders without assigning any reasons thereof. Purchase order may be placed on more than one intending dealer basing on the quality and price of goods. Branded goods, if any, available for the said item shall be preferred. The tenders received in incomplete shape or after the scheduled date and time shall be summarily rejected.
4. The accepted tenders shall remain valid for one year from the date of acceptance of the same or next tender unless a decision to the contrary is taken by appropriate authority of the Commission.

**FORMAT**

Name of the firm:  
(With full particulars)

| Sl No. | Name of Article | Unit | Brand | GST | Per Unit Price |              |
|--------|-----------------|------|-------|-----|----------------|--------------|
|        |                 |      |       |     | MRP            | Quoted Price |
|        |                 |      |       |     |                |              |

Joint Secretary   
