

ODISHA TRIBAL DEVELOPMENT SOCIETY
ADIVASI EXHIBITION GROUND
UNIT-1, BHUBANESWAR

Quotation Call

Quotation call No.: OTDS/ACCTS/07/2013

Date: 17.01.2014

Sealed quotations are invited from registered dealers/ suppliers/ firms having valid up-to-date VAT registration for supply of stationery items to the office of Odisha Tribal Development Society (OTDS) at Adivasi Exhibition Ground, Bhubaneswar. The detailed terms and conditions along with specifications are available in the website of www.stscodisha.gov.in.

Interested parties may submit their quotation super-scribing as “Quotation for supply of stationery items to the under-signed through Speed Post/ Registered Post/ Courier Services/ Drop Box which should reach at the office of OTDS, on or before 3.30 P.M. of 15.02.2014. Delay in delivery by Postal Dept./ Courier Agency etc. or due to any other reason will not be entertained.

The undersigned reserves the right to reject any or all the quotation without assigning any reason thereof.

Sd/-

Chief Executive Officer,
Odisha Tribal Development Society
Adivasi Exhibition Ground
Unit-1, Bhubaneswar- 751001.

**ODISHA TRIBAL DEVELOPMENT SOCIETY
ADIVASI EXHIBITION GROUND
UNIT-1, BHUBANESWAR**

TERMS & CONDITIONS FOR SUPPLY OF STATIONERY ITEMS

Background-: Odisha Tribal Development Society (OTDS) is an autonomous Society promoted by the ST&SC Development, Minority and Social Welfare Department, Government of Odisha established vide the Government Resolution No.23417/38 of 2012-13 dated 18th October 2012 to act as the nodal agency for Technical assistance and Support in implementation of the Focused Area Development Programme of the Department. In order to make the state office of OTDS at Adivasi Exhibition Ground, Bhubaneswar functional, we need to procure office stationery of good quality from an experienced & reputed Agency/Firm/distributor/supplier.

A. Eligibility Criteria and supporting documents required for submission.

1. The Agencies / Firms meeting the following technical and financial qualifications are eligible to apply for providing above said work:

Sl. No	Eligibility Criteria	Documents to be submitted for verification.
A.	Technical Eligibility	
1	The Agency / Firm should be registered as Firm / Society / Trust / Company under the concerned Indian Laws / Acts.	Registration certificate of the agency under concerned Indian Law
2	The agency/ firm should either be an manufacturer/ authorized supplier of Stationery Items	Certificate as evidence
3	The Agency / Firm should have an experience of more than 3 years of supplying such Stationery Items.	Details of work experience as per Annexure-I

2. The Firms/ agency submitting the quotation shall furnish the following documents.

(i) Copy of PAN/TAN Card & VAT registration Certificate.

(ii) Copy of the up-to-dated VAT clearance Certificate.

: In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the office notice board of Chief Executive Officer, OTDS Adivasi Exhibition Ground, and Bhubaneswar- 751001 before last date of submitting the tender documents. The authority will also notify any modification/amendment/clarification in the website.

B. Specification of Stationery Items:

Sl. No	Particulars of Items	Unit
1	File Folder (Double Punching), Good quality; Address of OTDS to be printed on the cover <u>Cover Colour:</u> Light Sky Blue or Green	Nos
2	Cover File (Water Proof, Good Quality)	Nos
3	Plastic Folders of Good quality	Nos
4	Note sheet (100 page) (A4 size good quality)	Nos
5	Photocopier white paper (J K Copier, A4 size, Packet of 500 sheets)	Pkt
6	Writing pad (Non Rolling, 25 cm x 18.5 cm approx with spiral Binding)	Each
7	Writing pad (Rolling, 25 cm x 18.5 cm approx with spiral Binding)	Each
8	Gel Pen (Black) Techno tips	Nos
9	Gel Pen (Blue) Techno tips	Nos
10	Gel Pen (Red) Techno tips	Nos
11	Refill for Techno tip Pen (Black, Blue, Red)	Doz
12	Single hole Punching Machine (Kangaroo)	Nos
13	Double Punching Small	Nos
14	Gum Stick (75 gm)	Nos
15	Highlighter Pen (Camel)	Pkt
16	Stapler (Big Size), Good Quality	Nos
17	Stapler (Small Size), Good Quality	Nos

18	Stapler Pin (Big Size, cupper)	Pkt
19	Stapler Pin (Small Size, cupper)	Pkt
20	Pencil Dark Black, (HB) Natraj	Doz
21	Pencil Eraser	Nos
22	Pencil Cutter	Nos
23.	Double Column Cash Book/Bank Book	Nos
24.	Ledger Book	Nos
25.	Vouchers (Debit/Credit/Journal)	Nos
	Address of OTDS to be quoted upon the voucher	

C. Supply Norms:-

The following are the terms and conditions, which need to be complied by the Dealer/Supplier/Firm.

1. The rates to be quoted will be valid for a period of 1 year W.E.F the date of placing the order for procurement of stationery.
2. As and when required, the OTDS will place order for supply of stationary items at the price accepted and the same need to be supplied and delivered at the office of OTDS at Adivasi Exhibition Ground within 1 day of receipt of the purchase order;
3. The price quoted is inclusive of all taxes and no separate levy of tax will be accepted.
4. Supporting vouchers/ bill is to be submitted with respect to the items at the time of delivery.
5. Payment will be made within 15 days of delivery of stationery items only on production of supporting bill/ vouchers.

Quotation Form to be filled up by the Supplier/Vendor/Firm-:

Sl. No	Particulars of Items	Unit	Cost per Unit(Inclusive of Tax) in Rs
1	File Folder (Double Punching), Good quality; Address of OTDS to be printed on the cover <u>Cover Colour:</u> Light Sky Blue or Green	Nos	
2	Cover File (Water Proof, Good Quality	Nos	
3	Plastic Folders of Good quality	Nos	
4	Note sheet (100 page) (A4 size good quality)	Nos	
5	Photocopier white paper (J K Copier, A4 size, Packet of 500 sheets)	Pkt	
6	Writing pad (Non Rolling, 25 cm x 18.5 cm approx with spiral Binding)	Each	
7	Writing pad (Rolling, 25 cm x 18.5 cm approx with spiral Binding)	Each	
8	Gel Pen (Black) Techno tips	Nos	
9	Gel Pen (Blue) Techno tips	Nos	
10	Gel Pen (Red) Techno tips	Nos	
11	Refill for Techno tip Pen (Black, Blue, Red)	Doz	
12	Single hole Punching Machine (Kangaroo)	Nos	
13	Double Punching Small	Nos	
14	Gum Stick (75 gm)	Nos	
15	Highlighter Pen (Camel)	Pkt	
16	Stapler (Big Size), Good Quality	Nos	
17	Stapler (Small Size), Good Quality	Nos	
18	Stapler Pin (Big Size, copper)	Pkt	
19	Stapler Pin (Small Size, copper)	Pkt	
20	Pencil Dark Black, (HB) Natraj	Doz	

21	Pencil Eraser	Nos	
22	Pencil Cutter	Nos	
23.	Double Column Cash Book/Bank Book	Nos	
24.	Ledger Book	Nos	
25.	Vouchers (Debit/Credit/Journal) Address of OTDS to be quoted upon the voucher	Nos	

Details of similar kind of Projects undertaken by the Organization:-**(Annexure-1)**

Sr. No	Name of Project	Name of Client/ Organization	Value of the order in INR	Documentary Evidence
1				
2				
3				
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