**TENDER DOCUMENT**

**FOR**

**SUPPLY OF OFFICE**

**STATIONARIES & IT CONSUMABLES AT**

**STATE MISSION MANGEMENT UNIT**

**ODISHA LIVELIHOODS MISSION,**

**PANCHAYATI RAJ DEPARTMENT**

**SIRD CAMPUS, UNIT -VIII**

**BHUBANESWAR-751012**

**(Limited Tender Method under NRLM)**

**Office of the State Mission Director**

**Odisha Livelihoods Mission**

**Panchayati Raj Department, Govt. of Odisha**

**INVITATION OF TENDER FOR SUPPLY OF OFFICE STATIONARY & IT CONSUMABLES ITEMS AT SMMU, OLM**

1. Sealed tenders are invited in the prescribed format from the reputed and authorized manufacturers/firms/agencies having valid up to date PAN/TIN/VAT registration no and clearance certificate from Sales Tax Authority for **“Supply of office Stationary, & IT Consumables items”** to the State Mission Management Unit, OLM. *(As per list attached at Annexure- I & II).*

**TERMS & CONDITIONS of the tender:**

**2.** **Bid Price**

1. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
2. The Prices should be quoted in Indian Rupees only.
3. Sales tax/VAT and any other local taxes should be clearly mentioned separately in terms of percentage and amount.

**3.1 Eligibility Criteria of the Bidder:**

The bidder shall furnish the following documents to establish the bidder’s eligibility. Absent of the following items will be out rightly rejected and same will be treated as non-responsive bid.

* 1. Attested photocopies of PAN Number
	2. VAT Registration Certificate and up-to-date VAT Clearance Certificate in form-612
	3. Price Bid in the prescribed format duly signed and sealed in each page.
	4. Bid Security as specified in the tender Document
	5. Sample of GSM where applicable.

f) Average annual turnover during the last 3 years, as on 31.03.2015, should be at least Rs 30 Lakhs.

g) The firm must have similar experience in the government sector. The firm must furnish at least 3 nos of government work order in three years as on 31.03.2016.

**3.2.** Quotation received late and incomplete will not be considered. The bidder should sign and stamp each page of the tender document.

**3.3.** The prices quoted should be inclusive of all taxes, transportation cost and installation cost. The bidder can quote price for each category separately. The bidder can also quote price in both the categories. All Tender Price should be in one envelope.

**3.4** Lowest Price Shall be determined for each category separately.

**4. Bid Security:**

**4.1. The EMD amount Rs. 30000/- for bidding of both the category.**

**4.2. The EMD amount Rs. 15000/- for bidding of single category.**

4.3 The bidder shall furnish the bid security in shape of Demand Draft/Pay Order **in favour of “Odisha Livelihoods Mission (NRLM)”.** Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order . The EMD of the unsuccessful bidder will be returned after finalization of the tender.

**5. Performance Security:**

The performance security will be Rs 75000/- (Rupees Seventy five thousand only) for two year. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract within 28 days after the completion of contract.

**6. Bid Validity:**

Tender bid shall remain valid for a period not less than 60 days after the last date as specified in the tender document.

7. **Evaluation of Tender Price**

The Purchaser will evaluate and compare the tender determined to be substantially responsive i.e. which

 (a) Are properly signed and sealed;

(b) Conform to the terms and conditions, and specifications.

(c) Submitted as per the prescribed format

8. **General Terms & Conditions**

8.1 The Purchase Order will be placed on the selected bidder (s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.

8.2 Purchase order will be placed to the supplier from time to time within the contract period as per the requirement of State Mission Management unit, OLM

8.3 The rates of the items will be valid for a period of two year from the date of order. No adjustment of rates will be applicable within the time period.

8.4 The bids are liable to be rejected if any of the above conditions are not complied with proper required documents.

8.5 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.

8.6. Notwithstanding the above, the purchaser reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.

8.7. Any legal disputes arising out of this are subject to jurisdiction of Bhubaneswar only.

8.8. The agency should not be blacklisted by any government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.

8.9. **Liquidated Damages:** Time is the essence of the contract and delivery must be completed not later than the dates specified in the order.  Should the supplier fail to deliver the item or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.05% of the value of delayed supply per week subjected to maximum of 10%. Once the maximum is reached, the Purchaser may terminate the Contract.

8.10. The firm shall not assign or sublet the contract.

8.11. **Duration of the Contract/Order:** The Order /contract are initially for the period of Two years and may be extended for further period with mutual consent on the same terms and condition and rates.

8.12. **Breach of terms & conditions:** In case of breach of any terms and conditions as mentioned above, the purchaser will have the right to cancel the Order/contract without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the security deposit shall also be forfeited.

8.12. Interested bidders may submit their sealed tender in the prescribed format mentioning **“Tender for Supply of Office Stationary / IT Consumables Items”** on cover of the envelop to the State Mission Director, Odisha Livelihood Mission, SIRD Campus, Unit-VIII, Bhubaneswar-751012 latest by 9th June 2016 **by 11.30 a.m**. Bidders may be present in person or through their representative(s) during the opening of Tender at **12.00 noon on the same day**.

**VENDOR’S INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Supplier |  |
| 2 | Full address of Supplier’s shop/showroomTelephone no :Fax no :E-mail address : |  |
| 3. | Are you a dealer/reseller |  |
| 5 | TIN / PAN No. (with copy of certificate) |  |
| 6 | Up to date VAT Clearance Certificate (Copy to be attached) |  |

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

**DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:

**Categoty-A**

**Schedule of requirement of Office Stationary Items:**

**Annexure - I**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **ITEMS** | **SPECIFICATION** | **Unit**  | **Annual****Consumption****Approximately** |
|  | Alpin 100gm |  | Per box | 30 Pkt. |
|  | Alpin Magnetic Box |  | Each box | 30 Pkt. |
|  | Arch File Card Board |  | Each | 200 Nos |
|  | Arch File Plastic |  | Each | 50 Nos |
|  | Binder clip | 19 mm Oddy/Kangaro or equivalent | Per box | 20 box |
|  | Binder clip | 21 mm Oddy/Kangaro or equivalent | Per box | 20 box |
|  | Binder clip | 25 mm Oddy/Kangaro or equivalent | Per box | 20 box |
|  | Binder clip | 32 mm Oddy/Kangaro or equivalent | Per box | 20 box |
|  | Binder clip | 41 mm Oddy/Kangaro or equivalent | Per box | 20 box |
|  | Binder clip | 51 mm Oddy/Kangaro or equivalent | Per box | 20 box |
|  | Permanent Marker | Luxar/ Camlin or equivalent | Each | 20 Pkt. |
|  | White Board Marker | Luxar/ Camlin or equivalent | Each | 50 Nos. |
|  | Tag Bundle | (Bundle of 100 Pcs.) | Each | 40 Pkt. |
|  | Board Pin |  | Pkt | 50 Pkt. |
|  | Short Hand Steno Note book | 200 Pages | Each | 10 Nos. |
|  | Brown Tape 2’’ | Camlin /Cello or Equivalent | Each | 20 Nos |
|  | Dak Pad | Neelgagan or Equivalent | Each | 20 Nos. |
|  | Water Pet bottle (1 Ltr.) | Pelpet/Polo/Nayasa or Equivalent | Each | 40 Nos. |
|  | Budking |  | Each | 60 Nos. |
|  | Drinking Glass Tumbler ( Set of 6 glasses) | Yera/Borosil/Lyra or equivalent | Per set | 30 Nos. |
|  | Writing Pad | 100 ruling sheetGSM:- 90, with printing of Office name & Logo of OLMSize- 9” L x 7” W inch | Each | 300 Nos. |
|  | Writing Pad | Spiral,50 ruling sheetGSM:- 90Plastic cover with printing of Office name & Logo of OLMSize- 9” Lx 7”W inch | Each | 400 Nos. |
|  | Writing Pad | 50 ruling sheetGSM:- 90Plastic cover with printing of Office name & Logo of OLMSize- 9” Lx 7”W inch | Each | 400 Nos. |
|  | Writing Pad | Spiral,50 ruling sheetGSM:- 90Plastic cover with printing of Office name & Logo of OLMSize- 9” Lx 5.5”W inch | Each | 400 Nos. |
|  | Conference Pad | Conference pad,GSM:- 9030 pages plain with printing of Office name & Log of OLMSize- 9” Lx 5.5”W inch | Each | 200 Nos. |
|  | Calculator | Dimension(120 width X 130 length) mm150 Steps check, 12 Digit | Each | 40 Nos. |
|  | Sambalpuri Folder | Size :- (30 x 25) cmCloth :- SambalpuriBinding:- Inner BoardPocket :- Inner pocket for pad, pen & other documents | Each | 200 Nos. |
|  | Jute Folder | Size :- (30 x 25) cmCloth :- JuteBinding:- Inner BoardPocket :- Inner pocket for pad, pen & other documents | Each | 200 Nos. |
|  | Plastic Folder | Cover folder With Organization Address Printed in English | Each | 200 Nos. |
|  | Plastic L-Folder | Plain | Each | 200 Nos. |
|  | Glass & Household cleaner | With SprayNozzle 500 mlColin or equivalent | Each | 10 Nos. |
|  | Correction Pen | 7 ml Metal TipKores/Flair/Reynoldsor equivalent | Each | 70 Nos. |
|  | Pencil Cutter | Natraj/Calmin or equivalent | Each | 100 Nos. |
|  | Drawing Sheet | Neelgagan or Equivalent | Pkt. | 20 Nos. |
|  | Engagement Stand with calendar |  | Each | 10 Nos. |
|  | Envelope | Size 11 x 5 window With Organization address printed in English | Pkt (50 Nos.) | 1000 Nos. |
|  | Envelope | Size A3 LaminatedWith Organization address printed in English | Pkt (50 nos.) | 100 Nos. |
|  | Envelope | Size A4 LaminatedWith Organization address printed in English | Pkt (50 nos.) | 200 Nos. |
|  | Envelope | Size A3 Cloth Laminated | Pkt(50 nos.) | 100 Nos. |
|  | Envelope | Size A4 Cloth Laminated | Pkt(50 nos.) | 200 Nos. |
|  | Eraser | White Color Non dust/cello polymer eraserMinimum Dust, Fast and easy rubbing Premium Quality | Each | 300 Nos. |
|  | Page Markers (Flag) | Three colorSize 1” X 3”(25 X 75 mm)50 X 3 Col. = 150 Sheets | Pkt | 100 pkt. |
|  | Flip Chart | Small Spiral | Each | 100 Nos. |
|  | Flip Chart | Large Spiral | Each | 100 Nos. |
|  | Fly Leaf Printed | ( 17 kg) Good quality | Per pkt(250 Nos) | 15Pkt |
|  | Gum Bottle 100gm | Camel/ or equivalent | Each | 20 Nos. |
|  | Glue stick | Stick 15gm Non toxicFevi Stick/Luxor/Koves or equivalent | Each | 80 Nos. |
|  | Highlighter | Multicolor,polypropylene bodyTip:- Chisel TipApplicable Surface :-Paper Photocopies printout | Each | 50 Pkt. |
|  | Note Sheet | Printed with organization logo( A4 size , 80 GSM) | Per pad50 nos. | 300 Nos. |
|  | Paper cutter | Natraj/ Camlin or equivalent | Each | 20 nos. |
|  | Pen Add Gel | Achiever | Each | 200 nos. |
|  | Pen Jotter | Reynolds | Each | 200 nos. |
|  | Pen Pilot V5 high tech | Luxor | Each | 200 nos. |
|  | Pen Uniball UB-150 | Luxor | Each | 200 nos. |
|  | Pen Uniball UB-157 | Luxor | Each | 200 nos. |
|  | Pen (Ball) | Reynold, cello, writer, rotomac,Butter flow or equivalent(Max Price Rs.20) | Each | 200 nos. |
| Reynold, cello, writer, rotomac,Butter flow or equivalent(Max Price Rs.10) | Each | 200 nos. |
|  | Dustbin plastic | Dustbin plastic | Each | 20 nos. |
|  | Napkin Paper | daffodil or equivalent | Each | 20 nos. |
|  | Stamp Pad Ink | Camlin or equivalent | Each | 30 nos. |
|  | Bag (Jute) | Handle bag (Medium Size) | Each | 30 nos. |
|  | Bag | Rexene executive (Medium Size) | Each | 30 nos. |
|  | Bag ( Back Pack) | Material- NylonLength - 30 cmHeight - 44 CmWidth- 6 Cm(With Laptop Compartment) | Each | 30 nos. |
|  | Tag (good qlty) | Per Bundle 50 tags | Bundle | 300 Nos. |
|  | Pencil | Natraj/Apsara or equivalent | pkt | 100 Nos |
|  | Punching Machine Single | Kangaro or equivalent | Each | 30 Nos. |
|  | Punching Machine Double | Kangaro or equivalent | Each | 30 Nos. |
|  | Register No:-4 | No:-4 | Per register | 20 Nos |
|  | Register No:-6 | No:-6 |  | 20 Nos |
|  | Register No:-8 | No:-8 |  | 20 Nos |
|  | Room Freshener( Spray)200 ml apparel Perfume | Odonil/Ambi pur/ Air wick /Riya or equivalent | Each | 10 Nos. |
|  | Scale Plastic | 12’’ | Each | 30 Nos. |
|  | Scale Steel | 12’’ | Each | 30 Nos |
|  | Scissor | 9 Inch “ with plastic finger gripper, stainless steel | Each | 30 Nos. |
|  | Sketch pen | With washable ink(12 pcs pt.)Camlin/ Faber Castle/ Luxor or equivalent | Pkt | 50 Pkt |
|  | Stamp Pad | Camel/Kores/Faber Castle or Equivalent | Each | 40 Nos. |
|  | Stapler | 10 mmKangaroo or equivalent | Pkt | 40 Nos. |
|  | Stapler | 24/6 mmKangaroo or equivalent | Pkt | 40 Nos. |
|  | Stapler Pin | Small 10 mmKangaroo or equivalent | Pkt | 200 Pkt. |
|  | Stapler Pin | 24/6Kangaroo or equivalent | Pkt | 200 Pkt. |
|  | Steno Note Book | 100 Pages | Each | 10 Nos. |
|  | Towel for chair ( Turkish) | Size: 95 x 175 cm ( 37 x 70 inches), Pure Cotton and white colour | Each | 50 Nos. |
|  | Hand Towel( Toilet) | Size: 80x50 cm , Pure Cotton and white colour | Each | 50 Nos. |
|  | Hand Towel ( Chair) | Size: 30x30 cm , Pure Cotton and white colour | Each | 50 Nos. |
|  | Writing Pad 30 pages | Conference Pad | Each | 100 Nos. |
|  | Photocopier Paper | A475 GSM( Red) | Pkt | 200 Pkt. |
|  | Photocopier Paper | A375 GSM(Red) | Pkt | 200 Pkt. |
|  | Legal Paper | FS-75 GSM(Red) |  |  |
|  | Duster (Napkin) | Yellow Color | Each | 20 Nos. |
|  | Tea Cup & Saucer | ( bone china) | 1 set | 05 Nos. |
|  | Dustbin with cover & leg push | Plastic | Each | 10 Nos. |
|  | Board File |  | Each | 20 Nos. |
|  | Toilet Room Air Freshener | Odonil,/airwick/ambipure or equivalent | Box | 12 Nos. |
|  | CD marker | Luxor/Camlin/Reynolds or Equivalent | Each | 10 Nos. |
|  | Remote Battery( Pencil) | Eveready/Nippon or equivalent | Each | 30 Nos. |
|  | Wall Clock Battery | Eveready/Nippon or equivalent | Each | 100 Nos. |
|  | Wall Clock | Ajanta/Quartz/ TITAN or equivalent | each | 20 Nos. |
|  | CD RW | 700 MB Capacity with Plastic case Samsung, Sony Mosearbear or Equivalent | Each | 100 Nos. |
|  | Gem Clips(Medium) 20gms | Copper quoted ,Metal gem | Pkt | 40 Pkt. |
|  | Tape Transparent | White transparent tap 2 “ | Each | 20 Nos. |
|  | Electronic Room Freshener | Odonil/airwick/ambipure or equivalent | Each | 05 Nos. |
|  | Plastic Folder ( Cover) | Transparent | Each | 100 Nos. |
|  | Tea Spoons | (steel) Standard | Each | 100 Nos. |
|  | Board Pin |  | Pkt. | 30 Nos. |
|  | White Cotton tag | (Ordinary size) per bunches | per bunches | 50 Bunch |
|  | Tissue Paper Box |  | per box | 10 Boxes |
|  | Coffee dust | Premix for vending machine ,Veg | Per Kg | 12 Kg |
|  | Lemon Tea | Hot Lemon tea premixveg | Per Kg | 12 Kg |
|  | Milk Tea | Tea PremixCardamom Flavour tea | Per kg | 12 Kg |
|  | CFL bulb | 23 watt, Havels/Philips/Crompton or equivalent | Nos. | 100 Nos. |
|  | Tube Light | 40 Watt Havels/Philips/Crompton or equivalent | Nos |  |
|  | Calling Bell, ACwireless Doorbell,50 meter range | Cona/Anchor or equivalent | Each | 10 Nos. |
|  | Adhesive yellow slip 3X3 | 100 sheetBilt Matrix | Each | 50 Nos. |
|  | Green Tea | Lipton or equivalent | kg | 15 Kg |

**Category- B**

**Schedule of requirement of IT Consumables Items:**

**Annexure II**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Brief Description****of the Goods** | **Specifications** | **Unit** | **Annual consumption approximately**  |
|  | Pen Drive | Sony/HP/Scandisk or Equivalent16 GB  | Each | 50 |
|  | Data Card  | 3G/4G support 7.2 mbps | 20 |
|  | Cartridge for HP Laser Jet Printer-CP2025 ( 2 Nos) | CC530A(black) | 6 |
| CC531A(Color) | 2 |
| CC532A(color) | 2 |
| CC533A(color) | 2 |
|  | HP Laser jet Black Cartridge | P3005dn | 3 |
|  | HP laser jet Black cartridge for printer-P2014 | 53 A(black) | 4 |
|  | HP laser jet Black cartridge for printer-1160 | 49 A (black) | 4 |
|  | EPSON Black cartridge for printer ( 2 Nos) | EPL-6200L(black) | 8 |
| 8 | Toshiba e – studio ( 2 Nos) 181 / 212 B/W | Black Ink Cartridges | 6 |
| Black Drum Unit |
| 9 | HP Laser jet Pro-MFP-M 128 fw (Black) 3 Nos  | HP 88A Black | 3 |
| 10 | Cannon iR C2220 MFP NPG 52 | NPG 52Black Ink Cartridges | 4 |
| NPG 52Color Ink Cartridges | 2 |
| NPG 52Black Drum Unit | 2 |
| NPG 52 Color Drum Unit | 2 |
| 11 | HP LaserJet M-1005 MFP  | 12A Black Cartridges | 3 |
| 12 | CANON LBP 6230 DN ( 6 Nos) | 326 Black Cartridges | 15 |
| 13 | Antivirus | (3 User of Total security ) of Quick heal /K7 or equivalent | Each | 15  |
| (5 User of Total security ) of Quick heal /K7 or equivalent | Each | 10 |
| (10 User of Total security ) of Quick heal /K7 or equivalent | Each | 5  |
| ( Single User of Total security of Quick heal /K7 or equivalent | Each | 15 |

**Format of Price Bid**

**Category-A-**

**Office Stationery**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **ITEMS** | **Specification** | **Make/****Brand/(To be Specified)** | **Unit in which items to be procured** | **Annual ConsumptionApprox** | **Rate per unit of items (Excluding Tax)(In Rs.)** | **Total****Amount****(Excluding Tax)(In Rs.)** |
|
|
| 1 | Alpin 100gm |   |   | Per box | 30 Pkt. |   |   |
| 2 | Alpin Magnetic Box |   |   | Each box | 30 Pkt. |   |   |
| 3 | Arch File Card Board |   |   | Each | 200 Nos |   |   |
| 4 | Arch File Plastic |   |   | Each | 50 Nos |   |   |
| 5 | Binder clip | 19 mm Oddy/Kangaro or equivalent |   | Per box | 20 box |   |   |
| 6 | Binder clip | 21 mm Oddy/Kangaro or equivalent |   | Per box | 20 box |   |   |
| 7 | Binder clip | 25 mm Oddy/Kangaro or equivalent |   | Per box | 20 box |   |   |
| 8 | Binder clip | 32 mm Oddy/Kangaro or equivalent |   | Per box | 20 box |   |   |
| 9 | Binder clip | 41 mm Oddy/Kangaro or equivalent |   | Per box | 20 box |   |   |
| 10 | Binder clip | 51 mm Oddy/Kangaro or equivalent |   | Per box | 20 box |   |   |
| 11 | Permanent Marker | Luxar/ Camlin or equivalent |   | Each | 20 Pkt |   |   |
| 12 | White Board Marker | Luxar/ Camlin or equivalent |  | Each | 50 Nos. |  |  |
| 13 | Tag Bundle | (Bundle of 100 Pcs.) |   | Each | 40 Pkt. |   |   |
| 14 | Board Pin |   |   | Pkt | 50 Pkt. |   |   |
| 15 | Short Hand Steno Note book | 200 Pages |   | Each | 10 Nos. |   |   |
| 16 | Brown Tape 2’’ | Camlin /Cello or Equivalent |   | Each | 20 Nos |   |   |
| 17 | Dak Pad | Neelgagan or Equivalent |   | Each | 20 Nos. |   |   |
| 18 | Water Pet bottle (1 Ltr.) | Pelpet/Polo/Nayasa or Equivalent |   | Each | 40 Nos. |   |   |
| 19 | Budking |   |   | Each | 60 Nos. |   |   |
| 20 | Drinking Glass Tumbler | Set of 6 Glasses |  | Set | 30 Nos. |   |   |
| 21 | Writing Pad | 100 ruling sheetGSM:- 90, with printing of Office name & Logo of OLMSize- 9” L x 7” W inch |     | Each | 300 Nos. |     |     |
| 22 | Writing Pad | Spiral,50 ruling sheetGSM:- 90Plastic cover with printing of Office name & Logo of OLMSize- 9” Lx 7”W inch |      | Each | 400 Nos. |      |      |
| 23 | Writing Pad | 50 ruling sheetGSM:- 90Plastic cover with printing of Office name & Logo of OLMSize- 9” Lx 7”W inch |      | Each | 400 Nos. |      |      |
| 24 | Writing Pad | Spiral,50 ruling sheetGSM:- 90Plastic cover with printing of Office name & Logo of OLM |      | Each | 400 Nos. |     |      |
| Size- 9” Lx 5.5”W inch |
| 25 | Conference Pad | Conference pad,GSM:- 9030 pages plain with printing of Office name & Log of OLMSize- 9” Lx 5.5”W inch |      | Each | 200 Nos. |      |      |
| 26 | Calculator | Dimension(120 width X 130 length) mm150 Steps check, 12 Digit |     | Each | 40 Nos. |     |     |
| 27 | Sambalpuri Folder | Size :- (30 x 25) cmCloth :- SambalpuriBinding:- Inner BoardPocket :- Inner pocket for pad, pen & other documents |      | Each | 200 Nos. |      |      |
| 28 | Jute Folder | Size :- (30 x 25) cmCloth :- JuteBinding:- Inner BoardPocket :- Inner pocket for pad, pen & other documents |      | Each | 200 Nos. |      |      |
| 29 | Plastic Folder | Cover folder With Organization Address Printed in English |   | Each | 200 Nos. |    |    |
| 30 | Plastic L-Folder | Plain |   | Each | 200 Nos. |   |   |
| 31 | Glass & Household cleaner | With SprayNozzle 500 mlColin or equivalent |     | Each | 10 Nos. |     |     |
| 32 | Correction Pen | 7 ml Metal TipKores/Flair/Reynoldsor equivalent |     | Each | 70 Nos. |     |     |
| 33 | Pencil Cutter | Natraj/Calmin or equivalent |   | Each | 100 Nos. |   |   |
| 34 | Drawing Sheet | Neelgagan or Equivalent |   | Each | 20 Nos. |   |   |
| 35 | Engagement Stand with calendar |  |   | Each | 10 Nos. |   |   |
| 36 | Envelope | Size 11 x 5 window With Organization address printed in English |    | Pkt (50 Nos.) | 1000 Nos. |    |    |
| 37 | Envelope | Size A3 LaminatedWith Organization address printed in English  |     | Pkt (50 nos.) | 100 Nos. |     |     |
| 38 | Envelope | Size A4 LaminatedWith Organization address printed in English |    | Pkt (50 nos.) | 200 Nos. |    |    |
| 39 | Envelope | Size A3 Cloth Laminated |    | Pkt(50 nos.) | 100 Nos. |    |    |
| 40 | Envelope | Size A4 Cloth Laminated |    | Pkt(50 nos.) | 200 Nos. |    |    |
| 41 | Eraser | White Color Non dust/cello polymer eraserMinimum Dust, Fast and easy rubbing Premium Quality |    | Each | 300 Nos. |    |    |
| 42 | Page Markers (Flag) | Three colorSize 1” X 3”(25 X 75 mm)50 X 3 Col. = 150 Sheets |     | Pkt | 100 pkt. |     |     |
| 43 | Flip Chart | Small Spiral |   | Each | 100 Nos. |   |   |
| 44 | Flip Chart | Large Spiral |   | Each | 100 Nos. |   |   |
| 45 | Fly Leaf Printed | ( 17 kg) Good quality |    | Per pkt(250 Nos) | 15Pkt |    |    |
| 46 | Gum Bottle 100gm | Camel/ or equivalent |   | Each | 20 Nos. |   |   |
| 47 | Glue stick | Stick 15gm Non toxicFevi Stick/Luxor/Koves or equivalent |    | Each | 80 Nos. |    |    |
| 48 | Highlighter | Multicolor,polypropylene bodyTip:- Chisel TipApplicable Surface |        | Each | 50 Nos |        |        |
| 49 | Note Sheet | Paper Photocopies printoutPrinted with organization logo( A4 size , 80 GSM) |    | Per pad50 nos. | 300 Pad |    |    |
| 50 | Paper cutter | Natraj/ Camlin or equivalent |   | Each | 20 nos. |   |   |
| 51 | Pen Add Gel | Achiever |    | Each | 200 nos. |    |    |
| 52 | Pen Jotter | Reynolds |    | Each | 200 nos. |    |    |
| 53 | Pen Pilot V5 high tech | Luxor |    | Each | 200 nos. |    |    |
| 54 | Pen Uniball UB-150 | Luxor |    | Each | 200 nos. |    |    |
| 55 | Pen Uniball UB-157 | Luxor |    | Each | 200 nos. |    |    |
| 56 | Pen (Ball) | Reynold, cello, writer, rotomac,Butter flow or equivalent(Max Price Rs.20) |     | Each | 200 nos. |     |     |
| Reynold, cello, writer, rotomac,Butter flow or equivalent(Max Price Rs.10) |     | Each | 200 nos. |     |     |
| 57 | Dustbin plastic | Dustbin plastic |   | Each | 20 nos. |   |   |
| 58 | Napkin Paper | daffodil or equivalent |   | Each | 20 nos. |   |   |
| 59 | Stamp Pad Ink | Camlin or equivalent |   | Each | 30 nos. |   |   |
| 60 | Bag (Jute) | Handle bag (Medium Size) |   | Each | 30 nos. |   |   |
| 61 | Bag | Rexene executive (Medium Size) |   | Each | 30 nos. |   |   |
| 62 | Bag ( Back Pack) | Material- NylonLength - 30 cmHeight - 44 CmWidth- 6 Cm(With Laptop Compartment) |       | Each | 30 nos. |       |       |
| 63 | Tag (good qlty) | Per Bundle 50 tags |   | Bundle | 300 Nos. |   |   |
| 64 | Pencil | Natraj/Apsara or equivalent |   | pkt | 100 Nos |   |   |
| 65 | Punching Machine Single | Kangaro or equivalent |   | Each | 30 Nos. |   |   |
| 66 | Punching Machine Double | Kangaro or equivalent |   | Each | 30 Nos. |   |   |
| 67 | Register No:-4 | No:-4 |   |  | 20 Nos. |   |   |
| 68 | Register No:-6 | No:-6 |   |   | 20 Nos |   |   |
| 69 | Register No:-8 | No:-8 |   |   | 20 Nos |   |   |
| 70 | Room Freshener( Spray)200 ml apparel Perfume | Odonil/Ambi pur/ Air wick /Riya or equivalent |   | Each | 10 Nos. |    |    |
| 71 | Scale Plastic | 12’’ |   | Each | 30 Nos. |   |   |
| 72 | Scale Steel | 12’’ |   | Each | 30 Nos |   |   |
| 73 | Scissor | 9 Inch “ with plastic finger gripper, stainless steel |   | Each | 30 Nos. |   |   |
| 74 | Sketch pen | With washable ink(12 pcs pt.)Camlin/ Faber Castle/ Luxor or equivalent |     | Pkt | 50 Pkt |     |     |
| 75 | Stamp Pad | Camel/Kores/Faber Castle or Equivalent |   | Each | 40 Nos. |   |   |
| 76 | Stapler | 10 mmKangaroo or equivalent |     | Pkt | 40 Nos. |     |     |
| 77 | Stapler | 24/6 mmKangaroo or equivalent |    | Pkt | 40 Nos. |    |    |
| 78 | Stapler Pin | Small 10 mmKangaroo or equivalent |    | Pkt | 200 Pkt. |    |    |
| 79 | Stapler Pin | 24/6Kangaroo or equivalent |    | Pkt | 200 Pkt. |    |    |
| 80 | Steno Note Book | 100 Pages |   | Each | 10 Nos. |   |   |
| 81 | Towel for chair ( Turkish) | Size: 95 x 175 cm ( 37 x 70 inches), Pure Cotton and white colour |   | Each | 50 Nos. |   |   |
| 82 |  Hand Towel( Toilet) | Size: 80x50 cm , Pure Cotton and white colour |    |  Each | 50 Nos. |    |    |
| 83 |  Hand Towel ( Office Chair) | Size: 30x30 cm , Pure Cotton and white colour |    |   | 50 Nos. |    |    |
| 84 | Writing Pad 30 pages | Conference Pad |   | Each | 100 Nos. |   |   |
| 85 | Photocopier Paper | A475 GSM( Red) |    | Ream | 200 Pkt. |    |    |
| 86 | Photocopier Paper | A375 GSM(Red) |    | Ream | 50 Ream |    |    |
| 87 | Legal Paper | FS-75 GSM(Red) |   |  Ream | 10 Ream  |   |   |
| 88 | Duster (Napkin) | Yellow Color |   | Each | 20 Nos. |   |   |
| 89 | Tea Cup & Saucer | ( bone china) |   | 1 set | 05 Nos. |   |   |
| 90 | Dustbin with cover & leg push | Plastic |    | Each | 10 Nos. |    |    |
| 91 | Board File |   |   | Each | 20 Nos. |   |   |
| 92 | Toilet Room Air Freshener | Odonil,/airwick/ambipure or equivalent |   | Box | 12 Nos. |   |   |
| 93 | CD marker | Luxor/Camlin/Reynolds or Equivalent  |   | Each | 10 Nos. |   |   |
| 94 | Remote Battery( Pencil) | Eveready/Nippon or equivalent |    | Each | 30 Nos. |    |    |
| 95 | Wall Clock Battery | Eveready/Nippon or equivalent |   | Each | 100 Nos. |   |   |
| 96 | Wall Clock | Ajanta/Quartz/ TITAN or equivalent |   | each | 20 Nos. |   |   |
| 97 | CD RW | 700 MB Capacity with Plastic case Samsung, Sony Mosearbear or Equivalent |    | Each | 100 Nos. |    |    |
| 98 | Gem Clips(Medium) 20gms | Copper quoted ,Metal gem |    | Pkt | 40 Pkt. |    |    |
| 99 | Tape Transparent | White transparent tap 2 “ |   | Each | 20 Nos. |   |   |
| 100 | Electronic Room Freshener | Odonil/airwick/ambipure or equivalent |   | Each | 05 Nos. |   |   |
| 101 | Plastic Folder ( Cover) | Transparent |   | Each | 100 Nos. |   |   |
| 102 | Tea Spoons | (steel) Standard |   | Each | 100 Nos. |   |   |
| 103 | Board Pin |   |   | Pkt. | 30 Nos. |   |   |
| 104 | White Cotton tag | (Ordinary size) per bunches |   | per bunches | 50 Bunch |   |   |
| 105 | Tissue Paper Box |   |   | per box | 10 Boxes |   |   |
| 106 | Coffee dust | Premix for vending machine ,Veg |   | Per Kg | 12 Kg |   |   |
| 107 | Lemon Tea | Hot Lemon tea premixveg |    | Per Kg | 12 Kg |    |    |
| 108 | Milk Tea | Tea PremixCardamom Flavour tea |    | Per kg | 12 Kg |    |    |
| 109 | CFL bulb | 23 watt, Havels/Philips/Crompton or equivalent |   | Nos. | 100 Nos. |   |   |
| 110 | Tube Light | 40 Watt Havels/Philips/Crompton or equivalent |   | Nos | 30 Nos.  |   |   |
| 111 | Calling Bell, wireless Doorbell | ACwireless Doorbell,50 meter rangeCona/Anchor or equivalent |   | Each | 10 Nos. |     |     |
| 112 | Adhesive yellow slip 3X3 | 100 sheetBilt Matrix |    | Each | 50 Nos. |    |    |
| 113 | Green Tea | Lipton or equivalent |   | kg | 15 Kg |   |   |

Total bid price (including Taxes and Other) in Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in numbers)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In Words)

Note:

(a) In case of discrepancy between unit price and total price, unit price shall prevail.

We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (amount in figures) (Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ amount in words) within a period of 10 days from the receipt of purchase order.

(b) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Signature of the Bidder

Name of the Firm/Agencies

Address

Date and Seal

**Format of Price Quotation**

**Category-B-**

 **IT Consumables Items**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Brief Description of the Goods** | **Specifications** | **Make/Brand/ (To be Specified)** | **Unit in which itemsto be procured**  | **Annual ConsumptionApprox** | **Rate per unit of items****Excl. taxes** | **Total Amount****Excluding taxes** |
|
|        1.        | Pen Drive | Sony/HP/Scandisk or Equivalent |   | Each | 50 |   |   |
| 16 GB  |   |   |   |
|        2.        | Data Card  | 3G/4G support 7.2 mbps |   | 20 |   |   |
|        3.        | Cartridge for HP Laser Jet Printer-CP2025 ( 2 Nos) | CC530A(black) |   | 6 |   |   |
| CC531A(Color) |   | 2 |   |   |
| CC532A(color) |   | 2 |   |   |
| CC533A(color) |   | 2 |   |   |
|        4.        | HP Laser jet Black Cartridge | P3005dn |   | 3 |   |   |
|        5.        | HP laser jet Black cartridge for printer-P2014 | 53 A(black) |   | 4 |   |   |
|        6.        | HP laser jet Black cartridge for printer-1160 | 49 A (black) |   | 4 |   |   |
|        7.        | EPSON Black cartridge for printer ( 2 Nos) | EPL-6200L(black) |   | 8 |   |   |
| 8 | Toshiba e – studio ( 2 Nos)  | Black Ink Cartridges |   | 6 |   |   |
| 181 / 212 B/W | Black Drum Unit |   |   |   |
| 9 | HP Laser jet Pro-MFP-M 128 fw (Black) 3 Nos  | HP 88A Black |   | 3 |   |   |
| 10 | Cannon iR C2220 MFP NPG 52 | NPG 52Black Ink Cartridges |   | 4 |   |   |
| NPG 52Color Ink Cartridges |   | 2 |   |   |
| NPG 52Black Drum Unit |   | 2 |   |   |
| NPG 52 Color Drum Unit |   | 2 |   |   |
| 11 | HP LaserJet M-1005 MFP  | 12A Black Cartridges |   | 3 |   |   |
|  | CANON LBP 6230 DN ( 6 Nos) | 326 Black Cartridges |   | 15 |   |   |
| 12 |  |  |  |  |  |  |  |
| 13 | Antivirus | (3 User of Total security ) of Quick heal /K7 or equivalent |   | Each | 15 Nos. |  |  |
| (5 User of Total security ) of Quick heal /K7 or equivalent |   | Each | 10 Nos. |  |  |
| (10 User of Total security ) of Quick heal /K7 or equivalent |   | Each | 5 Nos |  |  |
| ( Single User of Total security of Quick heal /K7 or equivalent |   | Each | 15 Nos |  |  |
| TOTAL |  |  |

Total bid price (excluding Taxes and Other) in Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in numbers)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In Words)

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