



**SAMAGRA SHIKSHA  
GANJAM, CHATRAPUR.**

Ph.06811-260833 / 262799, E-mail : dpcganjamssa.opepa@nic.in



No. 3380/Esst.

Dated 31-10-23

**Short Quotation Call Notice for supply of office stationeries**

Sealed quotations are invited from the interested dealers / suppliers/cooperative firms/book store having valid PAN , IT and GST clearance certificate for supply office stationeries for use in the District Project Office, SS, Ganjam, Chatrapur. Application format ,terms and conditions and it's specification, are available in the Ganjam district web site [www.ganjam.nic.in](http://www.ganjam.nic.in). The last date of receipt of quotations is 10/11/23, 2 pm and the quotations will be opened on the same date at 3.00 pm in presence of the quotationers or their authorized representatives. The authority reserves the right to cancel all or any quotation without assigning any reason thereof.

Collector-cum-Chairman,  
SS, Ganjam



# SAMAGRA SHIKSHA

## GANJAM, CHATRAPUR



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### TERMS AND CONDITIONS

1. Quotation should be submitted in sealed cover addressed to District Project Coordinator, SS, Ganjam, At/Po- Chatrapur, Dist- Ganjam by **Speed Post / Registered Post / Courier** super scribing "Quotation for supply of office stationeries". This office will not be responsible for any postal delay. Sending quotation through couriers or by hand is not allowed.
2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested firms are advised to submit two separate sealed envelopes super scribing "Technical bid for supply of office stationeries" and "Financial Bid for supply of office stationeries". Both sealed envelopes should be kept in a third envelope super scribing "Tender for supply of office stationeries".
3. The date and time schedule relating to tender are cited as under.

Sl. No.	Activity	Date and Time
1	Issue of Tender document	—
2	Submission of Tender document	10/11/23, at 2 PM
3	Opening of Technical Bid	10/11/23, at 3 PM
4	Opening of Financial Bid	10/11/23, at 3 PM.

4. The following documents must be submitted along with the Technical Bid (**Annexure – A**).
  - Latest GST Clearance Certificate
  - PAN No. & GST no.
  - Latest income tax return certificate
  - Bank draft of **Rs.500/- (non-refundable)** drawn in favor of DPC, SS, Ganjam, Chatrapur towards cost of quotation/tender paper.
  - E.M.D of Rs.6,000/- (Rupees Six Thousand only) drawn in favor of DPC, SS, Ganjam in shape of D.D of any nationalized bank.
  - Sample brochures, if any.

5. The quotationers / tenderers have to furnish sample of materials at the time of opening of tender for examination of the tender committee.
6. Financial bid of the technically disqualified bidders shall not be opened.
7. Supply must be made as per sample.
8. The maximum tender value for one year may be approximately Rs.3.00 lakhs.
9. If the successful quotationer / tenderer fails to execute the order of supply in the schedule date and time, the security money will be forfeited and if necessary possible steps for penalty under rules will be initiated along with legal action.
10. The tender has to quote the price excluding all taxes in the prescribed format **(Annexure – B)** and the approved quoted rate will remain valid up to the agreement period. GST as applicable shall be claimed extra.
11. The successful bidder will execute an agreement for one year with the office for executing the contract as per the terms and conditions failing which the EMD amount will be forfeited.
12. The successful tenderer will have to deposit Rs.15,000/- (Rupees Fifteen Thousand only) as security money at the time of agreement.
13. The DPC, SS will place the order and arrange to pay the bills against each order.
14. TDS / GST will be deducted from bill amount as per income tax norms.
15. Collector-Cum-Chairman, SS, Ganjam reserves the right to accept or reject any or all tender without assigning any reason thereof.

  
District Project Coordinator.  
Samagra Shiksha, Ganjam.

**District Project Office (SS)**  
**GANJAM, CHATRAPUR**

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**Annexure - A**

**Application of Technical Bid**

1. Name, Address & Tel. No. of Tenderer : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Details of EMD : DD No. \_\_\_\_\_ date \_\_\_\_\_  
Rs. \_\_\_\_\_ drawn on bank \_\_\_\_\_
3. Details of cost of tender paper : DD / MR No. \_\_\_\_\_ date \_\_\_\_\_  
Rs. \_\_\_\_\_ drawn on bank \_\_\_\_\_
4. VAT Clearance, TIN / SRIN Date & No. : \_\_\_\_\_
5. ITC Certificate : \_\_\_\_\_
6. VAT Registration Certificate : \_\_\_\_\_
7. Sample Items : \_\_\_\_\_
8. GST Clearance : \_\_\_\_\_
9. Additional information if any : \_\_\_\_\_

Signature of the Tenderer  
With date & seal



## FINANCIAL BID FORMAT FOR SUPPLY OF OFFICE STATIONARIES

Sl. No.	Name of the Items	Specification	Brand Name	Rate per unit	Remarks
1	Copier	A4 Size (J.K.Copier 75 GSM)			
2	Copier	Legal Size (J.K.Copier 75 GSM)			
3	Hard Board File	Normal			
4	Calculator	Medium			
5	Stapler	Big			
6	Stapler	Small			
7	Stapler Pin	Big			
8	Stapler Pin	Small			
9	Flag for page marking	Normal			
10	Tag	Normal			
11	Fly Leaf	Normal			
12	Fly Leaf	Oil Coated			
13	Register	Different Size			
14	Envelop	Big			
15	Envelop	Small			
16	Note Sheet	1st & 2nd Page			
17	Guard File	Normal			
18	Four fold file	Normal			
19	Printer Cartridge	HP 12A HP 88A HP Neverstop Laser 1000a HP Laser MFP 136a HP Laserjet 14a			
20	Gum	Normal			
21	Log Book of Vehicle	Normal			

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Sl. No.	Name of the Items	Specification	Brand Name	Rate per unit	Remarks
22	Despatch and Issue register	Normal			
23	Stock Register	Normal			
24	Attendance Register	Normal			
25	Cash Book	Different Size			
26	Whitener	Normal			
27	Punching Machine	Big			
28	Punching Machine	Small			
29	Stamp Pad	Normal			
30	Stick Binding	A4 Size			
31	Folder for meeting	Normal			
32	Marker (High Lighter)	Normal			
33	Writing Pad	Big / Small			
34	Alpin	Big / Small			
35	Pen (use & throw)	Ball Pen / Gel Pen			

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Signature of Supplier