



# **TENDER DOCUMENT FOR PROCUREMENT OF “STATIONERY ITEMS” FOR Hqrs OFFICE, OPTCL, BHUBANESWAR.**

**TENDER CALL NOTICE NO. GL-VI-12/2017**

**DATED**

DATE OF SALE OF TENDER PAPER	:-	25.05.2017
LAST DATE OF SALE OF TENDER PAPER	:-	08.06.2017 (04.00 PM)
LAST DATE OF RECEIPT OF TENDER	:-	08.06.2017 (04.30 PM)
DATE OF OPENING OF TENDER	:-	09.06.2017 (04.00 PM)
COST OF TENDER PAPER	:-	Rs.2100.00 (Including VAT)

(Rupees Two thousand One hundred) Only

**NAME AND ADDRESS OF THE FIRMS /**

**SUPPLIERS TO WHOM THE TENDER PAPER ISSUED :-**

## **TERMS AND CONDITIONS OF THE TENDER CALL NOTICE**

**1. SCOPE**

Supply of Stationery items of OPTCL Hqrs. Office, Bhubaneswar.

**2. PRICE**

Unit price of the each item shall be inclusive of all taxes, duties & charges for delivery of materials in the OPTCL Head Qrs. Office, Bhubaneswar.

**3. VAT**

The Tenderer should have valid TIN Nos. & shall have to furnish up-to-date VAT clearance certificate in form VAT-612. The original clearance certificate in form VAT-612 shall be produced at the time of opening of Tender for necessary verification.

**4. EARNEST MONEY DEPOSIT.**

The tenderer shall have to deposit Earnest Money of Rs.3500.00 (Rupees three thousand five hundred) only for printing items in shape of Bank Draft/Bankers Cheque along with the tender. The Bank Draft or Bankers Cheque is to be drawn in favour of DDO (HeadQrs) OPTCL, Bhubaneswar, drawn on any Nationalized Bank and payable at Bhubaneswar. The Bank Draft/Bankers cheque must be enclosed with sealed tender failing which the tender shall be liable for rejection.

The Earnest Money deposited in case of successful tenderers shall be adjusted towards security deposit and in case of un-successful tenderers the same will be refunded after finalization of tender or after final execution of order as may be decided.

**5. SECURITY DEPOSIT**

The successful tenderer shall be required to deposit security money amounting to @ 5% of the total value of purchase order, less the amount of EMD earlier deposited in shape of Bankers Cheque/Bank Draft payable to DDO(Hqrs) OPTCL, Bhubaneswar, immediately along with the acceptance of the order. The entire security money or part thereof shall be forfeited to OPTCL if the order is not executed in time and in accordance with the terms and conditions of the purchase order.

**6. VALIDITY PERIOD OF TENDER**

The tender shall be valid for a minimum period of 3 (three) months from the date of opening of the tender.

**7. DELIVERY OF MATERIALS.**

The delivery of material should be made within 30 days form the date of issue of the purchase order.

8. **PENALTY.**

Due to any delay in delivery of materials which are remaining undelivered within the stipulated delivery period, penalty @ ½ % of the contract price of the undelivered materials for each calendar week of delay or part thereof subject to maximum of 5% of such portion of the contract which remain undelivered shall be levied. The date of receipt of materials in Head Qrs. Office will be treated as date of supply

9. **VERIFICIATION.**

The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned supplier has to take back the rejected materials within 7 days from the date of rejection at his own expenses failing which the OPTCL will not held responsible for any loss of materials. In case such materials are accepted with penalty as may be decided by the OPTCL. The supplier is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of OPTCL.

10. **SAMPLE**

The Tenderer is required to furnish the sample paper for printing items and sample of Stationary articles for which the rates have been quoted along with the tender failing which the tender shall be rejected. The weight and GSM shall be mentioned on the body of the sample paper.

11. **EXPERIENCE.**

The tenderer is required to furnish the list showing the orders executed by them during last 2 (two) years.

12. **SUBMISSION OF TENDER.**

The submission of tender within the stipulated date and time will be taken as final. Any correspondence what so ever the case may be received after the last date and time fixed in the tender shall not be entertained. The cover of the tender envelope shall be super scribed as %tender for supply of stationary articles+. The inner envelope duly sealed shall contain EMD and other required documents i.e. Xerox copy of clearance certificate in form No.VAT-612, experience certificate along with the tender specification paper with Annexures duly filled in and signed in each page. The tender documents should reach on or before dt. 08.06.2017 by 4.30 PM. in the Office of the DGM(HRD),Gen.Admn OPTCL Hqrs Office, Janapath, Bhubaneswar-22.

13. **CONSIGNEE.**

The Asst.Manager (HRD), General Branch, Hqrs Office of OPTCL, Bhubaneswar, shall be Consignee.

14. **DESPATCH INSTRUCTIOIN.**

The materials shall be delivered securely packed and freight paid to the consignee along with Challan in triplicate and bills in quadruplicate for releasing payment.

15. **PAYMENT.**

The payment will be made after receipt of materials in this office by the Consignee in good condition and after verification of the quality and quantity of materials supplied, through the DDO (Hqrs.) OPTCL, Bhubaneswar-751022.

16. **PAYING OFFICER.**

DDO (Hqrs) Office,OPTCL Bhubaneswar shall be the paying Officer.

17. **DISCRETION OF AUTHORITY.**

The authority reserves right:

- a. To reject all the Tenders, without assigning any reason.
- b. To increase or to reduce the quantities of materials or to split up the quantities of material covered under the tender without assigning any reason thereof.
- c. To cancel the purchase order in the event of unsatisfactory supply/delay in supply of materials or non-observance of relevant clauses of the purchase orders.

18. **JURISDICTION OF COURT**

Civil Court at Bhubaneswar shall have the full jurisdiction to try any dispute arising out of breach of any terms and conditions out of this Tender.

19. **OUTRIGHT REJECTION OF TENDERS:-**

The tenders shall be outrightly rejected if the followings are not complied with:-

- (a) The tender shall not be submitted by telegraphically or by Fax.
- (b) The tender shall be accompanied by the prescribed EMD.
- (c) The tender shall be kept valid for a minimum period of three months from the opening of tenders.
- (d) The tender shall be accompanied by a list of measure supplies prior to date of opening of tender. Data of at least two years shall be furnished.
- (e) The scheduled of prices should be filled up fully to indicate the break of the prices taxes and duties. Incomplete submission of the scheduled will make the tender liable to rejection.

No conditional tender shall be accepted.

### **CHECK LIST WHILE SUBMITTING TENDER**

1. Should submit photocopy of Clearance Certificate in form No. VAT-612 alongwith the Tender documents. Keep the original one for verification at the time of opening of Tender.
2. The rate of VAT shall be indicated in the quotation against each item separately.
3. Should submit requisite amount of BC/DD towards EMD.
4. Should ensure that, they should quote for all items of stationary articales and furnish sample of each items for which the rates have been quoted alongwith the tender.
5. Should ensure that, all the annexures A,B,C & D duly filled in and signed in.

## ANNEXURE-A

### STATIONERY MATERIALS SPECIFICATIONS

1. **ALPIN:-350 Pkts.**  
Assorted size, King/Bell brand, gross weight of 100 grams in each packet and net weight 90gm, sharp pointed nickel coated.
2. **COTTON TAG –400 BUNDLES**  
Length 8/9ö, each bundle shall contain 100 nos. better quality.
3. **CELLO TAPE:- 100 Tapes**
4. **JEMS CLIP (STEEL):-100 Pkts.**  
Bell brand, steel pin, each packet should contain 100 nos.
5. **PENCIL (APSARA PLANTINUM EXTRA BLACK) : - 500 Nos.**
6. **SHORTHAND PENCIL (APSARA MAKE):- 200 Nos.**
7. **NON-DUST ERASER (APSARA) :- 300 Nos.**
8. **STAMP PAD :- 100 Nos.**  
110 MM X 69 MM, Faber Castell .
9. **Stamp Pad Ink-50 (Kores make)**
10. **ERRAZ-EX (WHITE FLUID) :- Tube-200 Nos &Liquied Bottle-100 Nos**  
Diluter Kores make, Tube -7 ml / Liquied Bottle-15 ml
11. **JUTE BALL :- 500 Bundle**
12. **STAPLER NO.10 :-150 Nos.**  
Kangaro Make
13. **STAPLER NO.24/6: – 100 Nos.**  
Kangaro Make
14. **STAPLER PIN NO.10 :-600 PKTS.**  
Kangaro Make
15. **STAPLER PIN NO-24/6 :- 200 Pkt.**  
Kangaro Make
16. **PUNCHING MACHINE (DOUBLE HOLE) :- 100 Nos.**  
**8 CM 480 Kangaro brand.**
17. **PUNCHING MACHINE (SINGLE HOLE) :- 100 Nos.**  
4.5 mm Hole, Kangaro brand.
18. **BUDKIN:- 100 Nos.**  
Plastic handle sharp pointed with middle hole.
19. **DESK KNIFE / HANDY CUTTER (NATRAJ MAKE) :- 100 Nos.**
20. **COTTON THREAD BALL :- 100 Bundle**  
TRISHUL BRAND
21. **GUM LIQUID:-50 Bottles**  
Each container should contain 150ml liquid gum Kores brand.
22. **GLUESTICK (FEVISTIC) (15 gm):-200 Nos.**
23. **PIN CUSHION : 70 Nos.**
24. **PLASTIC SCALE :-100 Nos.**  
(Natraj 621)

**25. SCISSORS:- 50 Nos.**

Godrej Make ( Kartini) Size- 210mm, Blade thickness-1.60mm

**26. SPRING FILE (JYOTI COBRA):- 500 Nos.**

Size 44x28cm, 1.5mm thickness, printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter, OPTCL Logo at the middle

**27. LEVER ARCH FILE :- 200 Nos.**

Size 26x34cm, 3mm thickness, middle gap 8cm (Sweta Brand).

**28. LEVER CLIP FILE:- 200 Nos.**

**29. L-SHAPE PLASTIC FOLDER :- 3000 Nos.**

Size 25 X 35 CM, top cover should be transparent, the bottom should be in bi-colour, gap should be flap, size 6.5 X 9.7 cm, both the flap and top cover should be of transparent. The flap needs to be fixed at edge of bottom cover at 10 cm approximately from the bottom. The OPTCL/GRIDCO LTD Emblem and ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR/ GRIDCO LTD., BHUBANESWAR to be printed at the top middle of each in bold capital letter.

**30. REXIN BOUND ROLLED REGISTER NO.2 – 100 Nos.**

Size inner paper 19x31cm, paper ó outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards.

**31. REXIN BOUND ROLLED REGISTER NO.4 :- 100 Nos.**

Size inner paper 19x31cm, paper ó outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards.

**32. REXIN BOUND ROLLED REGISTER NO.6:-100 Nos.**

Size inner paper 19x31cm, paper ó outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets(32 pages). Each Register should serially page numbered from 01 onwards.

**33. REXIN BOUND ROLLED REGISTER NO.8:-100 Nos.**

Size inner paper 19x31cm, paper ó outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC white paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin

bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets(32 pages). Each Register should serially page numbered from 01 onwards.

**34. Canvas Bound Rolled Register No-10-100 Nos**

Size inner paper 19x31 cm, paper ó outer cover board 20x33cm, 8.9. kg wt, 60 GSM, DFC ledger paper of size 43x69 cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half canvas bound (side and corner canvas) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above

**35. Canvas Bound Rolled Register No-12-100 Nos**

Size inner paper 19x31 cm, paper ó outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC ledger paper of size 43 X 69 cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half canvas bound (side and corner canvas) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above

**36. CANVAS BOUND ROLLED REGISTER NO.14:- 75 Nos.**

Size inner paper 20 X 33 cm, paper ó outer cover board 21x34cm, 14.1 kg wt, 95 GSM, DFC ledger paper of size 20 X 33 cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half canvas bound (side and corner canvas) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**37. CANVAS BOUND ROLLED REGISTER NO.16:- 50 Nos.**

Size inner paper 20 X 33 cm, paper ó outer cover board 21 X 34 cm, 14.1 kg wt, 95 GSM, DFC conquest paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half canvas bound (side and corner canvas) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**38. CANVAS BOUND ROLLED REGISTER NO.18:- 30 Nos.**

Size inner paper 20 X 33 cm, paper ó outer cover board 21 X 34 cm, 14.1 kg wt, 95 GSM, DFC conquest paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half canvas bound (side and corner canvas) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA



POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**39. LEATHER BOUND ROLLED REGISTER NO.20:- 20 Nos.**

Size inner paper 20 X 33 cm, paper ó outer cover board 21 X 34cm, 14.1 kg wt., 95GSM, DFC conquest paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2 LB strong JK straw board to be used, half leather bound (side and corner leather) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**40. LEATHER BOUND ROLLED REGISTER NO.22:- 15 Nos.**

Size inner paper 20 X 33cm, paper ó outer cover board 21 X 34 cm, 14.1 kg wt., 95 GSM, DFC conquest paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half leather bound (side and corner leather) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISSA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**41. PAPER WEIGHT:-200 Nos.**

(Flat /Round standard size)

**42. HIGH LIGHTER FABER CASTELL:-100 Nos.**

**43. PENCIL CUTTER (LONG POINT) APSARA MAKE: 150 Nos.**

**44. Dustbin-100 Nos**

**DECLARATION FORM**

To

Sir,

1. Having examined the above specification together with tender conditions referred to therein I/We the undersigned hereby offer to supply 44 nos. of Stationery Articles of OPTCL for the year 2017-2018 as per the specification, terms and conditions at the rates quoted by us in the tender.
2. I/We undertake to deliver the above materials within the time specified in the Work or Purchase Order.
3. I/We hereby guarantee the particulars given in the tender supported with necessary documents from concerned authorities.
4. I/We certify to have purchased the specification by remitting Bank Draft/ Banking Cheque
5. In the event of purchase/work order being decided in my favour I/We agree to deposit the Security Money in the manner acceptable to OPTCL and for the sum as applicable to me/us within 7(Seven) days of issue of purchase/work order failing which I/We clearly understand that the said purchase/work order will be liable to be cancelled.

Signed this 0 0 0 0 0 0 0 0 0 0 0 ..day of 0 0 0 0 0 0 0 0 0 0 0 2017

Yours faithfully,

(Signature of the Tenderer with seal of the firm)

(This form should be duly filled up by the tenderer and submitted along with the original copy of the tender.)

## **DETAILS OF TENDERER**

(To be enclosed in the Tender Envelope)

- 1 Name of the Tenderer/Firm
- 2 Permanent Address  
Mailing Address (With Telephone No., Mobile No., Fax No.)
- 3 Valid TIN/ SRIN No.
- 4 PAN No.
- 5 Experience in similar type of works
- 6 Name of the person authorized to sign the tender  
& bills in case of successful tenderer.
- 7 Earnest Money Deposit Amount
- 8 Whether the tenderer / firm black listed by OPTCL/ GIRDCO  
or any other organization previously. YES/ NO
  - a. If yes, then give details :-
- 9 Whether the tenderer / firm fully executed the previous  
purchase order placed with them by OPTCL/GRIDCO YES/ NO
  - (a) If No, then give details.

Signature of the Tenderer with seal

## ANNEXURE-D

### ABSTRACT OF TERMS AND CONDITIONS

(This Proforma should be filled with all information and should be furnished along with the tender.)

- 1 Earnest Money deposit  
(Deposited in shape of Bank Draft/Bankers Cheque)
  - a) Name of the Bank :
  - b) Amount deposited :
  - c) Bank Draft./Bankers Cheque No. & Date.:
2. Validity of tender in days from the date of opening of tender.
3. Nature of price Firm / Variable  
Security deposit (whether agreeable to OPTCL terms): Yes/No
4. Penalty (whether agreeable to OPTCL terms) : Yes/No
5. List of orders executed/in hand for similar work during recent three years : Yes / No.  
If Yes give details :-
6. OSTCC Furnished Yes / No  
If yes, valid up to \_\_\_\_\_.
7. Clearance Certificate in Form No.VAT-612 furnished Yes/No  
If Yes Valid up to ò ò ò .
8. TIN No.

(Strike out whichever is not applicable).

SIGNATURE OF THE TENDERER

DATE:

SEAL:

