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Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone: -0674-2534086, 2534269 Fax: 0674-2535934

[website: www.odishafdc.com E-mail ID: general@odishafdc.com]



Tender Notice No. 4574/Store/313/2018-19, Dt: 06.03.2019

Sealed tenders are invited from interested suppliers, firms, Co-operative stores and printers of Bhubaneswar jurisdiction only having registered under GST for supply of office stationeries, computer consumables and printing items to this office for the year 2019-2020 from the date of approval of tender. The parties/firms may submit their tender offer in a sealed cover addressed to the Managing Director, OFDC Ltd., A/84, Kharvelnagar, Bhubaneswar either by post/courier or to be dropped in the tender box kept at ground floor of Corporate Office so as to reach by 3.00 pm of 26.03.2019 and will be opened on the same day at 4.00 pm in presence of the tenderers or their authorized representatives. The tender paper alongwith terms and conditions may be obtained from this office during working hours on payment of Rs.500/- + 5% GST or the same can also be downloaded from our website www.odishafdc.com. In case of downloading, the tenderer is to submit Bank draft of Rs.525/- (Rupees five hundred twenty-five) only of any Nationalised Bank drawn in-favour of Odisha Forest Development Corporation Ltd and payable at Bhubaneswar alongwith tender paper which is non-refundable. Further details can be obtained from the above address.

For Odisha Forest Development Corpn.Ltd

Sd/-
Managing Director

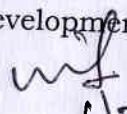
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**TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERIES, COMPUTER
CONSUMABLES AND PRINTING ITEMS**

(TENDER NOTICE NO 4574 /STORE/313/2019-20 DT: 6/3/19)

- 1) The firm must have been registered under GST and provide the certificate along with copy of PAN with tender paper for verification, failing which the tender shall not be taken into consideration.
- 2) The sealed tender(s) should be accompanied with the original money receipt in support of payment of tender paper cost or bank draft of Rs.525/- and another draft of Rs.5000/- (Rupees five thousand) only towards EMD drawn in favour of Odisha Forest Development Corporation Ltd on any Nationalized Bank and payable at Bhubaneswar, failing which the tender shall not be taken into consideration. The sealed cover should be superscribed with "Tender offer for supply of office stationeries, computer consumables and printing items" for the year 2019-2020. The EMD of successful tenderer will be kept as Security Deposit and in case of un-successful tenderer, the same shall be returned after finalization of the tender.
- 3) The name of articles with brand and specifications along with quantities required by the Corporation are annexed at A, B & C. The quantity of items specified in the tender paper may be more or less depending on the requirement and accordingly to be purchased from time to time.
- 4) The rates quoted should be exclusive of GST and valid for one year from the date of approval. Incorrect or incomplete quotation other than approved brand as well as specification, shall not be taken into consideration.
- 5) For printing materials, the tenderer should attach sample copy of papers to be used for the printing materials. For the purpose, the tenderer may inspect the existing printing materials from this office for their reference.
- 6) The approved supplier will deliver the ordered quantity of articles/materials at our Corporate Office, located at A/84, Kharvelnagar, Bhubaneswar within the stipulated period as mentioned in the purchase order, failing which the Security Deposit (S.D) will be forfeited alongwith cancellation of order. In that eventuality the required articles shall be purchased by the Corporation from other firm or market after forfeiture of S.D at the risk of the tenderer and the amount exceeding the S.D spent for such purchases beyond the approved cost if any, shall be recovered from the approved supplier under OPDR act as arrears of land revenue.
- 7) At the time of any urgency, the supplier may be informed over phone for supply of materials as required and supplier would co-operate to supply the same forthwith.
- 8) The Corporation reserves the right to accept or reject the part or the whole tender without assigning any reason thereof.
- 9) Dispute in respect of this transaction if any will be referred to the Managing Director of this office whose decision shall be final and binding on both the parties. For any further dispute, the courts at Bhubaneswar will have only the jurisdiction to adjudicate such dispute to be filled on such contract.

For Odisha Forest Development Corpn. Ltd


6/3/19
Manager(Commercial)

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Annexure - A

SL No	Name of the items with brand & specification	Quantity Required	Rate to be quoted	Rate of GST
01	Alpin (Bell) Original	20 Pkts		
02	Budkin Plastic Handle	20 Pcs		
03	Correcting Fluid Pen - White-Kores/Camlin	30 Nos		
04	Calling Bell (Manual)	05 Nos		
05	Calculator (Casio-12 digit MJ-120D)	05 Nos		
06	Cover file(Dak folder) (Full cloth pasted)	20 Nos		
07	Cello Tape 2" Transparent 100 mtrs	20 Rolls		
08	Cello Tape 2" Brown colour 25 mtrs	30 Rolls		
09	Cello Tape 2" Green , Red, Blue & Yellow colour 25 mtrs each	05 Rolls each		
10	Envelop A-4 size- Inner laminated	200 Pcs		
11	File folder A-4 size made in cloth	50 Pcs		
12	File folder A-4 size made in hard board paper	50 Pcs		
13	Glue Stick 15 Grams (Camel)	10 Nos		
14	Gum - 700 ML (Camel)/Kores	10 Bottle		
15	Gum - 150 ML (Camel/Kores)	30 Bottles		
16	Gum- Tube (Fevicol)	05 Bottles		
17	Green Pencil (Natraj)	05 Pkts		
18	Gems Clip(Grapes)- 100 Pcs of 01 Pkt	10 Pkts		
19	Highlighter pen(Faber-castell) 5 Pcs in 01 Pkt	10 Pkts		
20	Pencil - Black (Natraj)	05 Pkts		
21	Pencil - Black (Godrej)	10 Pkts		
22	Pencil Rubber - (Apsara)(20 Pcs of 01 Pkt)	02 Pkts		
23	Pencil Cutter (Natraj)	10 Nos		
24	Pencil Battery for Watch (Eveready)	20 Nos		
25	Pencil Battery for remote (Eveready)	20 Nos		
26	Paper Weight (Glass round)	40 Nos		
27	Paper Cutter (Corporate)	10 Nos		
28	Punching Machine(Kangaroo-two holl)	04 Nos		
29	Pin Cushion (Omega)	10 Nos		
30	Paper flag (one packet of five colour)	10 Pkts		
31	Paper flag (one packet of three colour)	10 Pkts		
32	Pen - Bothside (Link good quality)	30 Pcs		
33	Refill (Blue and Red) - Link	50 Pkts		
34	Rolled register No.40 (Rajdhani)	15 Nos		
35	Rolled register No.30 (Rajdhani)	10 Nos		
36	Rolled register No.20 (Rajdhani)	10 Nos		
37	Rolled register No.16 (Rajdhani)	20 Nos		
38	Rolled register No.10 (Rajdhani)	10 Nos		
39	Rolled register No.8 (Rajdhani)	10 Nos		
40	Rolled register No.6 (Rajdhani)	20 Nos		
41	Rolled register No.4 (Rajdhani)	20 Nos		
42	Rolled Paper SFC (Sewa)	02 ream		
43	Room Freshener (Godrej)	30 Nos		
44	Steno Book (200 Pages) Clasic	20 Nos		
45	Stappler (12X6) Kangaroo)	20 Nos		

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46	Stapple Pin (24X6), Kangaroo	10 Pkts		
47	Stapple Pin (12X6), Kangaroo	100 Pkts		
48	Stamp Pad(Faber Castle) 110/70 mm	20 Nos		
49	Stamp Pad Ink-Villet 60 ML (Kores)	10 Nos		
50	Salu Cloth - Red (Cotton)	100 Mtrs		
51	Salu Cloth - Green (Cotton)	100 Mtrs		
52	Sutuli Boundle (Jute thread)	10 Kg		
53	Scale 30 Cm (Plastic Camlin)	10 Nos		
54	Sealing Wax (Graps)	02 Pkts		
55	Scissor (Baber Castle) 200 mm	10 Nos		
56	Tag (Nylon-8") as per sample	100 Bdls		
57	Towel for high neck chair(Raymond)	05 Nos		
58	Towel for vehicle (Raymond-long size)	12 Nos		
59	Thread ball (White colour boundle)	05 Bdls		
60	JK Paper A4 size (70 GSM)	500 Pkts		
61	JK Paper A4 size (75 GSM)	75 Pkts		
62	Vehicle Perfume(Ambipure)	05 sets		
63	Writing Pad (10 sheets of sewa paper in one pad)	100 pads		
64	Waste Paper Basket (Cello) Bucket type	30 Nos		

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Annexure-B

SL No	Name of the items with brand & specification	Quantity required	Rate to be quoted	Rate of GST
01	Toner Cartridge HPCE 410A	02 Nos		
02	Toner Cartridge HPCE 411A	02 Nos		
03	Toner Cartridge HPCE 412A	02 Nos		
04	Toner Cartridge HPCE 413A	02 Nos		
05	Toner Cartridge HP CF 350A	04 Nos		
06	Toner Cartridge HP CF 351A	02 Nos		
07	Toner Cartridge HP CF 352A	02 Nos		
08	Toner Cartridge HP CF 353A	02 Nos		
09	Toner Cartridge HP No.12-A	04 Nos		
10	Toner Cartridge HP No.35-A	04 Nos		
11	Toner Cartridge HP No.78A	02 Nos		
12	Toner Cartridge HP No.88-A	60 Nos		
13	Toner Cartridge Samsung D101S/3401FSCX	02 Nos		
14	Toner Cartridge Canon NPG-59	06 Nos		
15	Computer CD (R)	10 Pcs		
16	Computer Pen Drive HP-16 GB	10 Nos		
17	Computer Pen Drive HP-32 GB	05 Nos		
18	Computer plastic file (size-10X12)	30 Nos		
19	Computer Mouse (Optical) I-ball	30 Nos		
20	Computer UPS Battery	20 Nos		
21	Computer Key Board (I-ball)	20 Nos		

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Annexure- C

SL No	Name of the Printing items with specification	Quantity required	Rate to be quoted	Rate of GST
01	Attendance Register(Size 42 cm X 28 cm), 13 sheet of conquest paper 14.0 Kg to be made one register with both side printing and binding in ivory board and page numbering	20 Nos		
02	Draft/Plain Pad size-32 cm X 21 cm 100 sheets of Sewa paper to be made in one pad without printing	100 Pads		
03	Envelop (11"X5") 100 Pcs of envelop in Khaki/Red craft paper to be made in one packet with one side single colour printing as: If undelivered please return to Odisha Forest Development Corporation Ltd., A/84, Kharvelnagar, Bhubaneswar - 751001	10000 Pkt		
04	Envelop (10"X4") 100 Pcs of envelop in Red craft paper to be made in one packet with one side single colour printing as: If undelivered please return to Odisha Forest Development Corporation Ltd., A/84, Kharvelnagar, Bhubaneswar - 751001	10000 Pkt		
05	Fly Lead Size: 35 cm X 23 cm X 2 of Green pulp Board and one side printing to be made in single colour with inner lamination (As per our sample)	4000 Nos		
06	File Board: Size- 35 cm X 23 cm in hard board	500 Nos		
07	Note sheet Pad: size 32 cm X 21 cm, 100 sheets of conquest paper of 11.9 kg to be made in one pad with both side printing(As per our Sample)	300 Pads		
08	Voucher form Pad: size-32 cm X 21 cm 100 sheets of scwa paper to be made in one pad with one side printing	50 Pads		
09	Writing Pad : Size 22 Cm X 15 Cm (12 sheet to be made in Sewa paper of one pad with one side single colour printing and binding (As per our Sample)	200 Pads		

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