

# 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

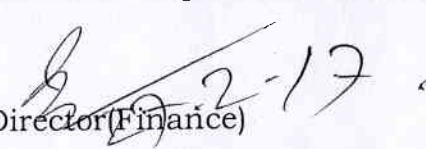
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Tender Notice No. 3735 /Store/302/ 2017-18, Dt: 22-2-17

Sealed tenders are invited from the VAT registered firms, Co-operative stores and printers of Bhubaneswar jurisdiction only for supply of office stationeries, Computer Consumables, Electrical goods and Printing items to this office for one year from the date of approval of tender. The interested parties/firms may submit their sealed tender in a sealed cover addressed to the Managing Director, OFDC Ltd., A/84, Kharvelnagar, Bhubaneswar by 2.00 pm of 14.3.2017 and will be opened on the same day at 3.30 pm in presence of the tenderers or their authorized representatives. The detail terms and conditions may be obtained from this office between 11.00 am to 4.00 pm during working days on payment of Rs.500/- + 5% VAT as cost of tender paper or the same can be downloaded from this office website [www.odishafdc.com](http://www.odishafdc.com). The firm/party obtained the tender paper from the website required to submit Bank draft of Rs.525/- (Rupees five hundred twenty-five) only infavour of Managing Director, OFDC Ltd payable at Bhubaneswar.

For Odisha Forest Development Corpn.Ltd

  
Director (Finance)

## TERMS AND CONDITIONS

- 1) The sealed tender(s) should be accompanied with EMD of Rs.5,000/- (Rupees five thousand)only in shape of Bank draft drawn in favour of Managing Director, OFDC Ltd from any Nationalized Bank payable at Bhubaneswar failing which the tender shall not be taken into consideration. The EMDs of successful tenderer will be kept as Security Deposit and other will be returned as same after finalization of the tender.
- 2) The tenderer(s) should attach with valid photo copy of VAT registration certificate and income tax PAN card for reference.
- 3) The name of articles with brand and specifications along with quantities to be purchased by the Corporation are annexed as A, B, C & D. The rates to be quoted should be inclusive of all taxes and valid for one year from the date of approval of tender so that, additional requirement if any can be purchased during interval. Quoting of double rates and beyond approved brand and specification shall not be taken into consideration.
- 4) Tender(s) for printing materials should also be attached with sample copy of papers that to be used for the materials. Hence, the tenderer are requested to inspect the printing materials from our Store Section for their reference.
- 5) 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 with free of cost failing which as deemed proper for forfeiture of Security Deposit will be made as well as cancellation of order. In that eventuality the required articles shall be purchased by the Corporation from other firm or from market at the risk of the tenderer and any excess amount spent for such purchases beyond the norms thereof shall be recovered/compensated by the approved supplier/tenderer.
- 6) At the time of any urgency, the supplier may be informed over phone for supply of materials as required and supplier liable to supply the same forthwith without fail.
- 7) In case of small quantity of lowest bidder, the same may be transferred to the major successful bidder for convenience of placing the purchase order.
- 8) The Corporation reserves the right to accept or reject any part or the whole tender without assigning any reason thereof.
- 9) Any dispute in respect to this transaction if arises, it will be decided by 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

  
Director(Finance)

## Annexure - A

SL No	Name of the Office Stationeries with brand & specification	Quantity Required	Rate to be quoted	Remakrs
01	Alpin (Bell) Original	20 Pkts		
02	Budkin Plastic Handle (Good Quality )	10 Pcs		
03	Correcting Fluid Pen – White (Kores/Camlin	30 Nos		
04	Carbon paper Blue (Kores)	02 Pkts		
05	Carbon paper Both side (Kores)	02 Pkts		
06	Calling Bell (Manual)	05 Nos		
07	Cover file(Dak folder) (Full cloth pasted super strong	10 Nos		
08	Cello Tape 2" Transparent 100 mtrs	10 Rolls		
09	Cello Tape 1" Transparent 100 mtrs	10 Rolls		
10	Cello Tape 2" Brown colour25 mtrs	10 Rolls		
11	Cello Tape 1" Brown colour 25 mtrs	10 Rolls		
12	Cello Tape 2" Green , Red, Blue & Yellow colour 25 mtrs each	05 Rolls each		
13	Gum – 150 ML (Camel/Kores)	20 Bottle		
14	Highlighter pen (Artline)	05 Pkts		
15	Pencil – Black (Narraj)	02 Pkts		
16	Pencil Rubber – Nondust (Apsara)	02 Pkts		
17	Pencil Cutter (Natraj)	10 Nos		
18	Pencil Battery for Watch (Eveready)	10 Nos		
19	Pencil Battery for remote (Eveready)	10 Nos		
20	Paper Weight (Glass round)-7CM dia	20 Nos		
21	Paper Cutter (Good quality)	10 Nos		
22	Pin Cushion (Omega)	05 Nos		
23	Pen – Both side (Link good quality)	100 Pcs		
24	Plastic folder (cover with bottom)			
25	Refill (Blue and Red) – Link	15 Pkts		
26	Rolled register No.40 (Rajdhani)	10 Nos		
27	Rolled register No.30 (Rajdhani)	10 Nos		
28	Rolled register No.20 (Rajdhani)	10 Nos		
29	Rolled register No.16 (Rajdhani)	20 Nos		
30	Rolled register No.10 (Rajdhani)	10 Nos		
31	Rolled register No.8 (Rajdhani)	10 Nos		
32	Rolled register No.6 (Rajdhani)	10 Nos		
33	Rolled register No.4 (Rajdhani)	10 Nos		
34	Rolled Paper SFC (Sewa)	02 ream		
35	Room Freshener (Godrej)	15 Nos		
36	Steno Book (200 Pages) Clasic	20 Nos		
37	Stappler (24X6) Kangaroo)	10 Nos		
38	Stappler (12X6) Kangaroo)	05 Nos		
39	Staple Pin (24X6), Kangaroo	10 Pkts		
40	Staple Pin (12X6), Kangaroo	100 Pkts		
41	Stamp Pad(Faber Castle) 110/70 mm	15 Nos		
42	Stamp Pad Ink-Villet 60 ML (Kores)	05 Nos		
43	Salu Cloth – Green (Cotton good quality)	50 Mtrs		
44	Scale 30 Cm (Steel Ajanta)	10 Nos		
45	Scale 30 Cm (Plastic Camlin)	10 Nos		
46	Sealing Wax (Graps)	05 Pkts		

47	Scissor (Baber Castle/Godrej) 200 mm	05 Nos		
48	Tag (Nylon-8") as per sample	140 Bdl		
49	JK Paper A4 size (70 GSM)	700 Pkts		
50	JK Paper A4 size (75 GSM)	75 Pkts		
51	JK Paper Legal size(75 GSM)	05 Pkts		
52	JK Paper A3 size (75 GSM)	05 Pkts		
53	White Paper SFC (Sewa)	02 ream		
54	Waste Paper Basket (Cello) Bucket type	10 Nos		

**Annexure-B**

SL No	Name of the Computer Consumables	Quantity required	Rate to be quoted	Remarks
01	Ribbon Cartridge EPSON	02 Nos		
02	Ink Cartridge HP-45	02 Nos		
03	Ink Cartridge HP-78	02 Nos		
04	Ink Cartridge HP-27	02 Nos		
05	Ink Cartridge HP-28	02 Nos		
06	Ink Cartridge HP-21	02 Nos		
07	Ink Cartridge HP-22	02 Nos		
08	Ink Cartridge HP-46 Black	04 Nos		
09	Ink Cartridge Hp-46 Colour	01 Nos		
10	Toner Cartridge HPCE 410A	06 Nos		
11	Toner Cartridge HPCE 411A	02 Nos		
12	Toner Cartridge HPCE 412A	02 Nos		
13	Toner Cartridge HPCE 413A	02 Nos		
14	Toner Cartridge HP CF 350A	02 Nos		
15	Toner Cartridge HP CF 351A	01 Nos		
16	Toner Cartridge HP CF 352A	01 Nos		
17	Toner Cartridge HP CF 353A	01 Nos		
18	Toner Cartridge HP No.12-A	06 Nos		
19	Toner Cartridge HP No.35-A	04 Nos		
20	Toner Cartridge HP No.88-A	40 Nos		
21	Toner Cartridge Samsung D101S/3401FSCX	02 Nos		
22	Toner Cartridge Panasonic KXMB-2120	02 Nos		
23	Toner Cartridge Canon NPG-59	10 Nos		
24	Toner Cartridge Konica Minolta 1390FM	01 No		
25	Computer CD (R)	10 Pcs		
26	Computer Pen Drive HP-08GB	05 Nos		
27	Computer Mouse (Optical) I-ball	05 Nos		
28	Computer UPS Battery	10 Nos		
29	Computer Key Board (I-ball)	05 Nos		
30	Computer C-Mos Battery	20 Nos		

**Annexure- C**

SL No	Name of the Printing Items with specification	Quantity required	Rate to be quoted	Remarks
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	30 Nos		
02	File movement register size: (32 X 20 cm) one register to be prepared in 50 sheet of sewa paper with hard board binding (As per our sample)	50 Nos		
03	Fly Leaf Size: 35 cm X 23 cm X 2 of Green pulp Board and one side printing to be made in single colour (As per our sample) (Full inner laminated) Sample to be furnished	2000 Pcs		
04	File Board (Swati) Good quality	2000 Pcs		
05	Money Receipt Book	30 Books		
06	Note sheet Pad: size 32 cm X 21 cm, 100 sheets of conquest paper of 11.9 kg to be made in one pap with both side printing( As per our Sample)	100 Pads		
07	T.A Bill form (Officers) (As per our Sample)	200		
08	T.A bill form (Staff) (As per our Sample)	500		
09	Vehicle Log Book: size 100 pages of conquest paper 14.0 Kg to be made one lag book with both side printing and binding in hard board (As per our sample)	20 Nos		
10	Letter Pad (A/4 size) in JK paper of 70 GSM, 100 sheets to be made as one pad with one side printing of multicolor (As per our sample)	100 Pads		
11	Writing Pad : Size 22 Cm X 13 Cm (25 sheet to be made in Sewa paper of one pad with one side single colour printing and binding (As per our Sample)	100 Pads		

**Annexure - D**

SL No	Name of the Electrical Goods	Quantity required	Rate to be quoted	Remarks
01	Five pin Socket (6 AMP) Cona	20 Nos		
02	Three Pin Top (6 AMP) Cona	05 Nos		
03	Switch (6 AMP) Cona	20 Nos		
04	2.5 MM Copper wire (Phinolex)	02 Coil		
05	1.5 MM Copper wire (Phinolex)	01 Coil		
06	0.75 mm copper wire (Phinolex)	02 Coil		
07	Fan Capacitor ( Bajaj) 2.5	20 Nos		
08	Fan Capacitor (Bajaj) 3.15	05 Nos		
09	9 Watt LED bulb (Philips)	30 Nos		
10	Zero Bulb (Green & Red)	06 Nos		
11	PVC Tape	10 Nos		
12	Bulb holder (Cona)	30 Nos		