

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

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TENDER NOTICE

Sealed Tender are invited from the VAT registered firms and Co-operative Stores & Printers of Bhubaneswar jurisdiction only for supply of office stationeries, electrical goods and printing of forms and books to this office for one year from the date of opening of tender. . The interested parties/ firms may submit their sealed tender in a sealed cover addressed to the Managing Director, OFDC Ltd, A/84 Kharvela Nagar, Bhubaneswar by 12.00 hrs of 1st September,2014 & the same will be opened on the same day (i.e. 01.09.2014) at 3.00 P.M. in presence of the tenderers or their authorized representatives . The detail terms and conditions shall be available in our Website www.odishafdc.com or may be obtained from Corporate office of O.F.D.C. Ltd at A/84 Kharvel Nagar, Unit-3 , Bhubaneswar-751001 between 10 A.M. to 5 P.M. during working days. For Tender Paper and any other details, the Manager (General), Corporate office may be contacted . Cost of the tender paper is ₹.400/- + 5% VAT.

For Odisha Forest Development Corpn. Limited

Sd-
Managing Director

TERMS AND CONDITIONS

- 1) The tender (s) should be accompanied with EMD of ₹ 5,000/- (Rupees Five thousand) only in shape of Bank draft drawn in favour of OFDC Ltd., from any Nationalized Bank at Bhubaneswar which is subsequently to be kept as Security Deposit of approved tenderer after approval of the tender. The EMDs of other Bidders shall be returned after finalization of the process.
- 2) The tender(s) should also be attached with valid photo copy of VAT registration certificate and Income tax pan card for reference and needful action .
- 3) The tender(s) for printing materials should also be attached with sample copy of papers of the Printing, materials to be used. The interested tenderers may inspect the printing materials at our Store Section for their reference before quoting the rates.
- 4) The name of articles with brand and specifications along with quantities to be purchased are at Annexures-I, II ,III & IV .The quantity of items as per Annexures may be revised at the time of purchase and the same will be purchased as and when required on placement of purchase order.
- 5) The rates to be approved by this office shall be valid up to One year from the date of opening of tender.
- 6) .Rates to be quoted for the items should be clear and legible and include taxes. Quoting of double rates and beyond approved brand and specifications shall not be taken into consideration.
- 7) The approved supplier will deliver the ordered quantity of the articles/ materials within stipulated period of the purchase order at our Corporate office located at A/84 ,Kharvelanagar, Bhubaneswar without charging extra cost and if he fails to supply within the prescribed time frame, action will be taken as deemed proper for forfeiture of Security Deposit and cancellation of contract. Then the required articles shall be purchased from other firm or from market at their risk and excess amount spent thereof shall be recovered from the approved supplier
- 8) At the time of any urgency the supplier may be informed over phone for the supply of materials without fail instantly..
- 9) 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.
10. The Corporation reserves the right to accept or reject any part or the whole tender without assigning any reason thereof.
11. Any dispute there on will be decided by the Director (F) of Corporate office.

For Odisha Forest Development Corpn. Limited

Sd/-Dt.18.8.14
MANAGING DIRECTOR.

ANNEXURE-I

STATIONERES.

Sl.No.	Name of the articles with brand and specifications.	Approximate quantity to be purchased during 2014-15	Rate offered	Remarks
1	Alpin (Bell, Original)	50 Pkts		
2	Correcting Fluid (White-Kores)	20 pcs		
3	Calling bell(manual) sharp\ Supper-102	4 pcs		
4	A4 size Xerox paper (JK)	1000 Pkts.		
5	A3 size Xerox paper (JK)	2 pkts		
6	Legal size paper(JK)	1 pkt.		
7	Cover file (Full cloth pested) Swati Super Strong.	15 pcs		
8	File Board(Good quality) Swati	1,000 Pcs.		
9	Gum 700 ML) CAMEL	10 bottles		
10	Gum (150 ML) CAMEL	15 Bottles		
11	Gems clip(Plastic quoted) Grapes-50 Pcs.	7 Pkts		
12	Lock & Key (Mobaj-21)	4 Nos.		
13	Pencil Battery (Eveready)	150 Pcs		
14	Pencil (Black-Natraj)	40 Pcs		
15	Pencil (Rubber)Natraj	10 Pcs		
16	Pen –both side (Link) Good quality	30 Pcs		
17	Rolled register no-40 (Sweeta/Laxmi)	5 Pcs		
18	Rolled register No-30 (Sweeta/Laxmi)	4 Pcs		
19	Rolled register No-20 (Sweeta/Laxmi)	8 Pcs		
20	Rolled registerNo-16 (Sweeta/Laxmi)	10 Pcs		
21	Rolled register No-10 (Sweeta/Laxmi)	9 Pcs		
22	Rolled register No-08 (Sweeta/Laxmi)	10 Pcs		
23	Rolled register No-06 (Sweeta/Laxmi)	4 Pcs		
24	Rolled register No-04 (Sweeta/Laxmi)	10 Pcs		
25	Rolled paper DFC(Sewa)	150 Pcs		
26	-Do- (SFC (Sewa)	150 Pcs		
27	Steno Books (Classic-200 Pages)	25 Nos		

28	Pen Refills (Laser/Link) Blue/Red	25 Pkts		
29	Stapler Pin Kores No-10	60 Pkts		
30	Stapler pin Kores No. 24 x 6	15 Pkts		
31	Stapler pin Kores No 23 x 7	2 pkts		
32	Stapler (24x6) (Kangaro)	2 pcs		
33	Stapler (12x6) (Kangaro)	5 Pcs		
34	Stamp pad (110/70 mm) Camel Violet	8 nos		
35	Stamp pad ink(Kores/ Faber/ Castel) 60 ml	2 nos		
36	Salu cloth (Red)Good Quality	15 Mtrs.		
37	Salu cloth (Green) Good Quality	25 Mtrs.		
38	Selo tape (2") Transparent	5 Pcs		
39	Selo tape (Brown)	8 Pcs		
40	Selo tape (Green)	5 Pcs		
41	SCelo tape (Blue)	5 Pcs		
42	Selo tape (Red)	5 Pcs		
43	Scale 30 cm (Camel)	8 Pcs		
44	Tag (Grapes)	60 Bundles		
45	Torch Battery(Eveready)	6 pcs		
46	Waste paper baskets(Sarika)	5 nos		
47	White Board Marker Pen (Camel)	10 Pcs		
48	Odonil (Godrej /Nature)	5 Pkts		
49	Vehicle spray(Ambi pour)	15 Bottles		
50	Room Freshners(Ambipour/ Godrej)	25 Bottles		

ANNEXURE- 2
COMPUTER CONSUMABLES

Sl. No	Name and specification of office stationery items	Approximate quantity to be purchased during 2014-15	Rate offered (in ₹.)	Remarks.
1	Dot Matrix Printer Cartridge EPSON-1150	5 Pcs.		
	Printer Ink Cartridge			
2	HP - 5748 (Black) (852)	5Pcs.		
3	HP - 5748 (colour) (855)	1Pc.		
4	HP - 3325 (Black) (27)	23Pcs.		
5	HP - 2360 (Black) (21)	15Pcs.		
6	HP - OJ - D4368 (Black) (860)	38Pcs.		
7	HP - OJ - D4368 (colour) (861)	2Pcs.		
8	HP-Computer (Black) -10	1		
	Laser Jet Printer Toner Cartridge			
9	HP- 1022N(12A)	2 Pcs		
10	HP-1005 P-(35A)	5 Pcs.		
11	HPLJ- P1007 (88A)	18Pcs.		
12	HP-CE 410a black (305A)	6Pcs.		
13	HP-CE 410X	6Pcs.		
14	HP-CE 411a	1 Pc.		
15	HP-CE 412a	1 Pc.		
16	HP-CE 413a	1 Pc.		
	Fax Toner Cartridge			
17	H.P 4836 Cyan/Magenta-4 Yellow 13	1 Pc.		
18	SAMSUNG 3401F SCX	10 Pcs.		
19	SAMSUNG -SCX 4521	1 Pc.		
20	CONICA 1390FM	1 Pc.		
	Other Computer Consumables.			
21	Pendrive 8 GB (HP/I Ball)	8 Pcs.		
22	Computer Mouse (Optical) (HP/I Ball)	4 Pcs.		
23	UPS Battery (Exude)	16 Pcs.		
24	Computer Key Board (I Ball/Intex)	6 Pcs.		
25	Cat-6 Wire for LAN	1 Bundle.		
26	Patch Cord Plug.	50 Numbers		
27	I- Box	5 Pcs.		

Sl. No	Name and specification of office stationery items	Approximate quantity to be purchased during 2014-15	Rate offered in Rs.	Remarks.
1	Tube Light bar 40 wt. (Philips)	18 pcs.		
2	Tube light Electronic choke 40 wt(Philips)	12 Pcs.		
3	Tube light starter Philips	10 Pcs.		
4	Electric Bulb 100 wt. (Philips)	5 Pcs.		
5	15 wt. bulbs (Philips)	10 Pcs.		
6	5 Pin socket (6 Amp) (Kona)	5 Pcs.		
7	3 Pin top 6 Amp.(Kona)	5 Pcs.		
8	General Flexible wire(Good Quality)	01 Coil.		
9	Fan capacitor (Bajaj)	10 Pcs.		

ANNEXURE - IV
PRINTING ITEMS.

Sl.No	Name & specification of printing materials	Approximate qty. to be purchased during 2014-15	Rate offered (in ₹.)
1	(A) Attendance register (Size 42 x 28 cm) 12 Folio 12 Sheet of Conquest Paper 14.0 K.G to be made one register with both side printing and binding in Khaki pulp board and page numbering.	20 Nos.	
	(B) -do- 24 Folios.	5 Nos.	
2	Envelop (Size 11" x 5") 100 pcs. of envelop in Khaki craft to be made in one bundle with 1 side single Color printing as "If Undelivered , Please return to: Odisha Forest Development Corporation Ltd, A/84, Kharvela Nagar, Unit III, Bhubaneswar- 751001"	300 Bundles.	
3	Envelop (Size 10" x 5") 100 pcs. of envelop in Red craft to be made in one bundle with 1 side single Color printing as "If Undelivered , Please return to: Odisha Forest Development Corporation Ltd, A/84, Kharvela Nagar, Unit III, Bhubaneswar- 751001"	100 Bundles.	
4	Fly Leaf (Size 35 x 23 cm X 2) of Khaki Pulp Board and one side printing to be made in single Color (as per our sample)	3000 Nos.	
5	Type pad / Draft Pad (Size 32 x 21 cm) 100 sheets of Sewa Paper to be made in one pad without printing.	100 Nos.	
6	Note Sheet Pad (Size 32 x 21 cm) 100 sheets of Conquest Paper (11.9 K.G.) to be made in one pad with both side printing in single Color.	150 Nos.	
7	File movement register (Size 32 x 21 cm) One register to be made 50 sheets (100 Pages) of Sewa Paper with both side printing in single color and binding with hard board.	100 Nos.	
8	4/B.K. Book	10 Nos.	
9	Money Receipt Book (As per sample)	50 Nos.	
10	Treasury Challan (as per Govt. Format)	500 Nos.	