

ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
(Department of Health & Family Welfare), Government of Orissa



Letter No.III-43/2010: **35**/OSACS

Dated: 04/01/2012

To

The Advertising Manager,

“The Sambad” & “The New Indian Express”

Sub: - Release of advertisement.

Sir,

Enclosed please find a copy of the advertisement for release in your esteemed daily once by **5th January'2012** & submit the bills in duplicate to this office as per the I & PR approved rate for making necessary payment.

Yours faithfully,

Sd/-
Additional Project Director



No.36/OSACS

Dated: 04/01/2012

NOTICE INVITING QUOTATION ON N.S. METHOD

OSACS invites sealed tenders from different firms/dealers having valid up-to-dated VAT registration for supply of the Office Stationeries to OSACS for. The detailed terms and conditions along with list of items are available in the website of **www.orissa.gov.in** or **www.osacs.nic.in** which can be down loaded for use. Interested parties may submit their tender super-scribing as "**Tender for Office Stationery for 2012**" to the undersigned on or before **13th January'2012** at 3.00 P.M through post or courier service. The Undersigned shall have the right of rejecting all or any of the tenders without assigning any reasons thereof.

Sd/-
PROJECT DIRECTOR

TERMS AND CONDITIONS

Government of India has received a credit from the International Development Association (IDA) and a Grant from the Department for International Development (DFID) in various currencies towards the cost of the AIDS prevention Project and intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

1. Bid Price:

- a) The tender shall be for the full quantity of all item(s) as mentioned in the format of quotation described in each Package. The list of items along with package wise format of quotation is placed at Annexure-I which should be used. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Package price will be taken into consideration not individual item, if any of the items in a package not quoted, the tender may not be taken into consideration.
- b) The quoted rates shall include all duties and taxes and the bidder's cost towards insurance, packing & forwarding and delivery at OSACS.
- c) Sales tax/VAT and any other local taxes should be clearly mentioned separately in terms of percentage and amount.
- d) The price quoted shall remain unchanged for a period of one year from the date of issue of the first order and the quoted price never exceeds the MRP.
- e) The quantity mentioned may be varied at the time of procurement.

2. Bid Security:

- a) The bidder shall furnish bid security (EMD) of **Rs. 2,500.00 for package-I, Rs. 7,000.00 for package-II and Rs.5,000.00 for package-III** in the shape of bank draft/Pay Order in favour of Orissa State AIDS Control Society, payable at Bhubaneswar. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase Order

3.

- a) The bidder shall furnish VAT Clearance and other technical brochures, leaflets etc. in case of computer items of the package quoted for.
 - b) The goods offered by the bidder must meet the standard quality and technical specification (in case of computer items).
4. Each bidder shall submit only one bid for the entire packages or for individual package. Alternative offer without separate bid security will be rejected.
 5. The bidder shall furnish up-to-date attested photocopies of VAT clearance and photocopy of VAT certificate.
 6. The firm must have experience in the similar field and shall have executed at least 50% of the value quoted for such type of work during last three years in different Govt. organizations.
 7. Tender shall remain valid for a period not less than 90 days after the last date specified in the tender.

8. (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the issue of Purchase Order.
 - a) Order will be placed in a phased manner for a period of one year and the quantity mentioned can increase or decrease at the time placement of purchase order.
 - b) Supply of material should be completed within 15 days from the date of receipt of the order otherwise Liquidated damage will be charges @ Rs. 0.5% per week or part thereof subject to a maximum of 10% of purchase order value which will be deducted from the payment due.
 - c) The order will be cancelled and EMD will be forfeited if the suppliers fail to supply the items during the stipulated date and time.
 - d) The EMD will be returned after completion of one year of the successful bidders.
9. The bids are liable to be rejected if any of the above conditions are not complied with.

10. Eligibility criteria

The bidder shall furnish the following documents to establish the bidders eligibility.

- (a) Submission of tender in proper format.
- (b) Copy of the VAT registration and up-to-dated VAT clearance Certificate.
- (c) Package wise required EMD. .
- (d) Photocopies of the 50% order value received from Govt. Organizations during last three year i.e. from 2008-09 to 2010-11.

11. Issue of Purchase Order:

- a) The Purchase Order will be placed on the selected bidder whose bids has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- c) Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.

12. Payment.

- (a) Payment will be made after completion of full supply as per orders.
- (b) If is there defects noticed while use the items, the same will be replaced by the firm immediately and no payment will be made for the defective items.
- (c) After successful supply of one year the EMD will be released to the selected bidder.

13. Bidders may be present in person or through their representative(s) during the opening of tender at **16.00 hours** on the same day i.e. **13/01/2012**.

Package -I

Sl. No.	Name of the Items	Units	Unit Rate (Rs)	Taxes
1	Amul, 1 kg. packet.	pkt		
2	Pencil Battery for AC Remote, AAA	Nos		
3	Brush with cover for Latrine wash (Plastic)	Nos		
4	Bucket (Cello, Plastic, 25 ltr. capacity)	Nos		
5	Coffee (pkt. of 50 gm.)	Pkt		
6	Cup plate (Good Quality ISI certified)	dozen		
7	Liquid Hand wash 200 ml. (good brand)	Each		
8	Electric Bulb (CFL)- 18-20 Watt. Having 1 year warranty	pcs		
9	Dinner set (Reputed brand, Bone china)	set		
10	Naphthalene ball (1 kg. packet)	pkt		
11	Odonil (small packet-50-60 gm. Approx.)	pkt		
12	Phenyl 1ltr of plastic bottle (White)	Bottle		
13	Colin (250 ml. bottle)	Bottle		
14	Phula Jhadu (Brooms), Good Quality.	Nos		
15	Plastic Mug (1 ltr. Capacity)	Nos		
16	Room Freshener (200 ml. capacity)	Nos		
17	Stick Jhadu	Nos		
18	Sugar (pkt. of 1 kg.)	kg		
19	Washing powder (1/2 kg pkt.)	pkt		
20	Tea (Tata Tea leaf) (250 gm. pkt)	Pkt		
21	Green Tea (250 gm)	pkt		
22	Tea Tray, Plastic, Cello make (big size)	Nos		
23	Tube light (40 W)	Nos		
24	Net type bucket for Dust Bin (10 ltr)	Nos		
25	Pencil Battery for Clock & Calling Bel	Nos		
26	Rechargeable pencil Battery for Digital camera	Nos		
27	Turkis Towel (white) Big (Diameter 60 x 40)	Nos		
28	Turkis Towel (white) Small (Diameter 20 x 10)	Nos		
29	Thermoplas (1 ltr.)	Nos		
30	Bleaching Powder (1 kg pkt)	Pkt		
31	Gramaccin (Good quality) for white ant (1 kg pkt)	Pkt		
32	Mosquito liquid destroyer	Nos		
33	Mosquito liquid destroyer machine	Nos		
34	Calling Bell (manual operation)	Nos		
Total (Rs) :-				

In words: _____ (Excluding sales & other taxes)

We agree to supply the above items as per specification for a period of one year with price mentioned above and the price will be remained unchanged for a period of one year.

Date:
Place:

Signature of the Bidder
Name & Business Address:

Package - II

Sl. No.	Name of the Items	Units	Unit Rate (Rs)	Unit Rate (Rs.)
1	Blank CD with cover (Rewritable)	pcs		
2	Blank CD with cover (Writable)	pcs		
3	Computer Toner black for HP Lesser Printer 1022 Lesser Jet Printer.(Q2612A)	pcs		
4	Computer Toner for HP Lesser Jet Printer P1007	pcs		
5	Computer Toner cartridge for HP 1505P lesser printer.	pcs		
6	Computer Mouse USB port (Good Quality)	pcs		
7	Computer Catridge,SAMSUNG, Printer/Fax & Scanner MLT-1053-S	Pcs		
8	Computer Catridge,SAMSUNG- Printer-4100	Pcs		
9	Mouse pad (Good Quality)	pcs		
10	Pen Drive (8 GB capacity,) brand like Transcend Moserbaer/Scandisk)	pcs		
11	Pen Drive (16 GB capacity,) brand like Transcend Moserbaer/Scandisk)	pcs		
12	Computer Mouse	Pcs		
13	Computer extension cord (having four plug point)	pcs		
Total (Rs):-				

In words: _____ (Excluding sales & other taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:
Place:

Signature of the Bidder
Name & Business Address:

Package-III

Sl. No.	Name of the Items	Units	Unit Rate (Rs)	Taxes
1	Attendance Register (10 nos.)	Nos.		
2	Cloth Envelop (Size 33X25cm) good quality (Office address to be printed)	Nos.		
3	Cloth Envelop (Size 40X30cm) good quality (Office address to be printed)	Nos.		
4	Cover File (Water proof, good quality)	Nos.		
5	Letter Dispatch Register (Issue), Rolling Size-36)	Nos.		
6	Letter receipt Register (Issue), Rolling Size-36)	Nos.		
7	Liver Arch File, big size	Nos.		
8	Note Sheet (100 page) (A4 size good quality)	Nos.		
9	Paper Flags (5 color prompts) 15mm x 76mm x 5 colors	Nos.		
10	Rolling Register (Good Quality), Big Size, No -12.	Nos.		
11	Rolling Register (Good Quality), Big Size, No -16.	Nos.		
12	Rolling Register (Good Quality), Big Size, No -20	Nos.		
13	File Folder, Good quality, Address of the OSACS shall be printed on the Cover colour: Green or Blue.	Nos.		
14	Steno note Book (200 pages)	Nos.		
15	Flat File (A4 Size)	Nos.		
16	Stock Register, Rolling, Size-16 (good quality and big size)	Nos.		
17	Telephone Diary having index.	Nos.		
18	White Envelop with good quality paper (size: 10" X 4") Address of OSACS to be printed in bi-colour.	Nos.		
19	White Envelop with good quality paper (size: 6" X 4") Address of OSACS to be printed in bi-colour.	Nos.		
20	Photocopier white paper (J.K copier, A4 size, packet of 500 sheets)	pkt		
21	Writing Pad (Non-rolling , 25 cm. X 18.5 cm. approx. with spiral binding)	each		
22	Writing Pad (Rolling paper, 25 cm. X 18.5 cm. approx. with spiral binding)	each		
23	Plastic folders with Good Quality	Nos.		
24	Vehicle Log book (size-10)	Nos.		
25	Pen stand (big size for 4 pens)	Nos.		
26	White Board Marker	Nos.		
27	Gel Pen (Black) technotips	Nos.		
28	Gel Pen (Blue) technotips	Nos.		
29	Gel Pen (Red) technotips.	Nos.		
30	Refill for technotip pen/Black/blue/Red	Doz		
31	Calulator (citizen or other good brand) 12 digit	Nos.		

32	Cello Tape (1 1/2") White	Nos.		
33	Cello Tape (1/2"), White	Nos.		
34	Cello Tape, Brown (2 1/2")	Nos.		
35	Double punching (small)	Nos.		
36	Gum Stick (75gm.)	Nos.		
37	Gum paste Solution (750ml)	Nos.		
38	Highlighter Pen (Camel)	pkt		
39	Liquid Eraser (20ml)	Nos.		
40	Erase-ex pen	Nos.		
41	OHP/CD Marker Pen (Black/Blue)	Nos.		
42	Paper Clip, Tin (Big size)	Nos.		
43	Paper Clip, Tin (Small size)	Nos.		
44	Ball Pen (Techo tips) (Black-100/Bule-100/Red-50)	Nos.		
45	Pen Stand (2 pen size)	Nos.		
46	Pencil dark black. (HB) Natraj.	Doz		
47	Signature Pad-Good Quality	Nos.		
48	Single hole punching machine (Kangaroo)	Nos.		
49	Sketch pen (Camel)	pkt		
50	Scale -30c. Size (Glass)	Nos.		
51	Stapler (Big Size), Good quality	Nos.		
52	Stapler (small size), Good Quality	Nos.		
53	Stamp Pad	Nos.		
54	Stamp Pad ink (Black)	Nos.		
55	Stapler Pin (Big size, Cupper)	pkt		
56	Stapler Pin (Small size, Cupper)	pkt		
57	Steel Spoon (good quality)	Nos.		
58	Paper weight (Oval size, 200 gm. Approx.)	Nos.		
59	Pencil Eraser	Nos.		
60	Pencil cutter	Nos.		
61	Budkein	Nos.		
62	File Tag (good Quality white colour)	bundle		
63	File Board	Nos.		
Total (Rs):-				

In words: _____ (Excluding sales & other taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:
Place:

Signature of the Bidder
Name & Business Address: