

TENDERER'S PROFILE
TRAINING KIT, OFFICE STATIONERIES & COMPUTER CONSUMABLES
(To be filled in & returned with the documents)

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| 1. | Name of Proprietor / Partner / Director. (In Capital letters) | |
| 2. | Details of address (Registered Office and Operating Branch) | Office:- |
| | | Residence:- |
| | | Mobile :- |
| | | Fax No :- |
| | | E. Mail I.D :- |
| 3. | Details of amount towards paper cost. | Rs. 500/- D.D. / B.C. No Date: Drawn on Bank..... |
| 4. | Details of amount of Earnest Money Deposit | Rs. 10,000/- D.D. / B.C. No Date: Drawn on Bank..... |
| 5. | GST Registration No. (Photo copy must be attached) | |
| 6. | Details of up-dated e-filing acknowledgement should be furnished. | |
| 7. | Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached) | |
| 8. | Details of credentials of similar nature of work at least for three years. (Photo copy to be attached) | |

DECLARATION

- I Son / Daughter / Wife of Shri
Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:

Signature of Authorized person
Full Name:
Seal:

TERMS & CONDITIONS
TRAINING KIT, OFFICE STATIONERIES & COMPUTER CONSUMABLES

1. The firm must be registered under CGST / SGST Act.
2. The tenderers are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
3. The tenderers are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be excluding of GST, which will be made payment separately.
6. The tenderers should preferably supply the training kits as per requirement by procuring the same from SHG Groups / Socially Disabled Groups.
7. The contract / rates of the successful bidder for the year 2019-20 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1st year of contract.
8. No conditional tender will be accepted by the authority from the tenderers.
9. No advance payment will be made to the party after acceptance of tender or execution of order.
10. Delivery of the goods should be made on proper requisition within a day or two.
11. Original documents are to be produced for verification by the members of the committee.
12. The items having BIS / ISI Mark will be accepted wherever applicable.
13. If any information / document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
14. It is the responsibility of the tenders for timely delivery of the articles at their own cost.
15. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
16. The undersigned / committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
17. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
18. All pages of the bids are to be signed & stamped by the tenderer.
19. Selection of the items will be finalized based on the samples whenever is necessary.
20. Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
21. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as **"SUPPLY OF TRAINING KIT, OFFICE STATIONERIES & COMPUTER CONSUMABLES"** on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
22. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
23. The tenderers qualified in the technical bids shall be eligible for the financial bid.
24. For any services / supply, the firm / organization should not be blacklisted by any Government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
25. The Interested tenderers may contact Sri Abhaya Kumar Mulia of SIRD & PR, Bhubaneswar (Phone No. 9861065090) for any clarification thereof.
26. The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the supplier / firm fail to make the supply within the specified time or in accordance with the specifications & samples.

DIRECTOR

FINANCIAL BID
TRAINING KIT, OFFICE STATIONERIES & COMPUTER CONSUMABLES

| Sl. No. | Description | Qty. | Rate quoted (Excluding GST) |
|----------------|--|-------------|------------------------------------|
| 1. | Conference Pad (21 cm X 14.8 cm- 26 pages-64 GSM (Plain Paper) | Each | |
| 2. | Conference Pad (21 cm X 14.8 cm- 26 pages-64 GSM (Single Line) | Each | |
| 3. | Conference Pad (21 cm X 14.8 cm- 26 pages-80 GSM (Plain Paper) | Each | |
| 4. | Conference Pad (21 cm X 14.8 cm- 26 pages-80 GSM (Single Line) | Each | |
| 5. | Spiral Pad (14.8 cm X 21 cm- 92 pages-90 GSM (Plain Paper) | Each | |
| 6. | Spiral Pad (14.8 cm X 21 cm- 92 pages-90 GSM (Single Line) | Each | |
| 7. | Spiral Pad (21.5 cm X 14 cm- 160 pages-A5-90 GSM (Plain Paper) | Each | |
| 8. | Spiral Pad (21.5 cm X 14 cm- 160 pages-A5-90 GSM (Single Line) | Each | |
| 9. | Spiral Pad (21.5 cm X 14 cm- 50 pages-A5-90 GSM (Plain Paper) | Each | |
| 10. | Spiral Pad (21.5 cm X 14 cm- 50 pages-A5-90 GSM (Single Line) | Each | |
| 11. | Exercise Book (31.4 cm X 19.4 cm- 160 pages-90 GSM (Plain Paper) | Each | |
| 12. | Exercise Book (31.4 cm X 19.4 cm- 160 pages-90 GSM (Single Line) | Each | |
| 13. | Different type Pen Reynold | Each | |
| | Cello | Each | |
| | Flair | Each | |
| | Rotomac | Each | |
| | Butterflow | Each | |
| | Parker | Each | |
| 14. | Pencil | Each | |
| 15. | Pencil Cutter | Each | |
| 16. | Eraser | Each | |
| 17. | Gum Bottle-100 ml.(Camel) | Each | |
| 18. | Gum Bottle-500 ml (Camel) | Each | |
| 19. | Fevistick - Big of reputed brand. | Each | |
| 20. | Fevistick - Small of reputed brand. | Each | |
| 21. | Poster Colour (Camel) | Pkt. | |
| 22. | Water Colour (Camel) | Pkt. | |
| 23. | White Board Marker of reputed brand. | Each | |
| 24. | Permanent Marker of reputed brand. | Each | |

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| 25. | Cello Tape (Colour / White) of reputed brand. 1/2" - 60M 1" - 60M 2" - 60M | Each Each Each | |
| 26. | Fly Leaf (Thick paper of best quality) | Each | |
| 27. | Cotton Tag (Best quality of white colour) | Bundle | |
| 28. | Duster for White Board of reputed brand. | Each | |
| 29. | Stapler of reputed brand. DS-23 S 24 FL HP-45 10-D | Each Each Each | |
| 30. | Stapler Pin of reputed brand. DS-23 S 24 FL HP-45 10-D | Pkt. Pkt. Pkt. | |
| 31. | Page maker of reputed brand. | Pkt. | |
| 32. | Sketch Pen of reputed brand. Big Small | Pkt. Pkt. | |
| 33. | Xerox Paper-A/4 of reputed brand. 75 GSM (Red) 70 GSM (Green) | Pkt. Pkt. | |
| 34. | Legal Paper of reputed brand. 75 GSM (Red) 70 GSM (Green) | Pkt. Pkt. | |
| 35. | Xerox Paper-A/3 of reputed brand. 75 GSM (Red) 70 GSM (Green) | Pkt. Pkt. | |
| 36. | Bond Paper – A4 (85 GSM) of reputed brand | Pkt. | |
| 37. | Drawing Sheet (22" X 28") of reputed brand. White Colour | Each Each | |
| 38. | Brown Sheet (22" X 28") of reputed brand. | Each | |
| 39. | Flip Chart of reputed brand. | Each | |
| 40. | Cover (L Folder – Transparency-) for both Certificate & Photograph. | Each | |
| 41. | Cotton of reputed brand. | Per Kg. | |
| 42. | Scale (12") of reputed brand Plastic Steel | Each Each | |
| 43. | 12 Digit Calculator (MJ- 120Da Electronic / Desktop Calculator LS-120RS / OT 1600) of Casio / Canon / Orpat Make. | Each Each Each | |
| 44. | Mosquito Repellent of reputed brand. Liquid Vaporizer Machine Refill (90 D) | Each Each | |
| 45. | Arch File (Best quality) of reputed brand. | Each | |

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| 46. | Guard File (Best quality) of reputed brand. | Each | |
| 47. | CD Marker Pen of reputed brand. | Each | |
| 48. | Correction Pen of reputed brand. | Each | |
| 49. | Pencil Battery of reputed brand. 1015-R6-1.5 Volt 6F-22-9 Volt 24SRo3-AAA- 1.5 Volt | Each Each Each | |
| 50. | Board Push Pin. | Pkt. | |
| 51. | Envelope. Size-10" X 12" Size-9" X 4" Size-10" X 4 ½" Size-11" X 5" | Each Each Each Each | |
| 52. | Colour Card (Post Card Size) | Pkt. | |
| 53. | Painting Brush Flat Type Round Type | Each Each | |
| 54. | White Board Duster | Each | |
| 55. | Punching Machine of reputed brand. Single Double | Each Each | |
| 56. | Identity Card with printing in multi colour (6 cm X 9 cm) - 300 GSM. | Each | |
| 57. | Flex Banner with Designing & Printing of matter in Multi Colour. Star General Vinyle | Sqft. Sqft. Sqft. | |
| 58. | Computer Paper (80 GSM, 80 Col. D.P.) of reputed brand. | Pkt. | |
| 59. | Computer Paper (80 GSM, 80 Col. S.P.) of reputed brand. | Pkt. | |
| 60. | Computer Paper (80 GSM, 132 Col. D.P.) of reputed brand. | Pkt. | |
| 61. | Computer Paper (80 GSM, 132 Col. S.P.) of reputed brand. | Pkt. | |
| 62. | Pen Drive – 64 GB of HP / Transcend Brand | Each | |
| 63. | Toner Cartridge for HP LJ Printer -1007 (88A) | Each | |
| 64. | Toner cartridge for HP LJ Printer- 1022 (12A) | Each | |
| 65. | Toner cartridge for HP LJ Printer - P1606dn (78A) | Each | |
| 66. | Toner for Canon - iR 2022 N for Xerox Machine. | Each | |
| 67. | Toner for E-Studio-282 for Xerox Machine (Toshiba) | Each | |
| 68. | Cartridge for LIPI Line Printer – 6805H1250 | Each | |
| 69. | Ribbon for LIPI Line Printer – 6805H1250 | Each | |

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| 70. | Blank CD of reputed brand | Each | |
| 71. | Blank DVD of reputed brand | Each | |
| 72. | Cover for CD / DVD (Plastic) | Each | |
| 73. | Antivirus (10 User of Total Security) of Quick heal | Each | |
| 74. | Refilling of Cartridge of HP Laser Jet Printer (78A) | Each | |
| 75. | Refilling of Cartridge of HP Laser Jet Printer (12A) | Each | |
| 76. | Refilling of Cartridge of HP Laser Jet Printer (88A) | Each | |
| 77. | Dry Cell Battery: 0.5 KVA for UPS - (12 Volt) of Exide Make. | Each | |
| 78. | Dry Cell Battery: 0.5 KVA for UPS - (12 Volt) of Luminous Make. | Each | |
| 79. | Dry Cell Battery for Laptop (DELL-V3460-26038123-V520963IN9 Vostro 3460 Note Book) | Each | |

N.B.:- It excludes GST, which will be separately made payment as applicable from time to time.

Signature of the bidder with office seal