

Revenue Officers' Training Institute (ROTI), Gothapatana, Bhubaneswar

**Notice inviting Tender for supply of Office Stationary, Consumables & IT
Peripherals to ROTI, Gothapatna.**

Tender No. LE-II – 13 / 2017 No. 1195 Date:21.08.2017

Sealed tenders are invited under two bid system from reputed, experienced registered firms / suppliers located at Bhubaneswar for supply of Office Stationary, Consumables & IT Peripherals to “Revenue Officers' Training Institute (ROTI), Gothapatana, Bhubaneswar.,”

Any corrigendum(s) shall be communicated through the tender section on the website <https://rotiodisha.nic.in>.

The detailed information for supply of items has been given in the Tender Document which may be downloaded from the website <https://rotiodisha.nic.in>. The downloaded tender document should be accompanied with a D.D for **Rs.200/-** along with the tender bid. The EMD of **Rs.5,000/-(Five Thousand only)** should also be paid by Demand Draft in favour of the OSD-cum-Director, Revenue Officers' Training Institute, Gothapatana payable at Bhubaneswar along with the technical bid. The last date, time and place for submission of Tender document is **07.09.2017 by 3.00 PM** in the Office of the Revenue Officers' Training Institute, Gothapatana. The Tender Documents received through Registered Post or any other mode by post shall not be accepted. The Tender Document is also available in this Institute which can be obtained against payment of **Rs.200/-**.

Sd/-
OSD-cum-Director

TENDER DOCUMENT

FOR

**SUPPLY OF OFFICE STATIONERY,
CONSUMABLES**

&

IT PERIPHERALS

**REVENUE OFFICERS' TRAINING INSTITUTE,
GOTHAPATNA, BHUBANESWAR**

**At- Gothapatana, PO- Malipada, Dist- Khordha
Pin Code - 751003**

Telephone: 0674-6558873 E-mail: roti.odisha@gov.in Website: <https://rotiodisha.nic.in>

Price: Rs.200/-
(Those who download the tender document from
Website should enclose a DD for Rs.200.00
towards cost of tender)

TENDER DOCUMENT

**For supply of Office Stationary, Consumables & IT Peripherals
to the Revenue Officers' Training Institute (ROTI), Gothapatana**

Tender Schedule

- a) Last Date and Time for submission
Tender Document: **07.09.2017** upto 3.00 PM in the drop box of the
Revenue Officers' Training Institute, Gothapatana,
Bhubaneswar
- b) Date and time for opening of
Technical Bids : **08.09.2017** at 11.00 AM in the Conference Hall of
the Revenue Officers' Training Institute, Gothapatana,
Bhubaneswar.
- c) Date and time for opening of
Financial Bids : **08.09.2017** at 1.00 PM in the Conference Hall of the
Revenue Officers' Training Institute, Gothapatana,
Bhubaneswar.

Note: Late bid & bids received by Post / Courier shall be out rightly rejected.

OSD-cum-Director

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

The OSD-cum-Director,
Revenue Officers' Training Institute,
Gothapatna, Bhubaneswar-751003.

Subject: Authorization for attending bid opening on (date) in
the Tender for supply of Office Stationary, Consumable & IT Peripherals to
ROTI

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of..... (Bidder) in order of preference given below.

Order of Preference Name Specimen Signature

1.

2.

or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.
3. No separate intimation shall be given to the bidders for participation during opening of the bid.

**Revenue Officers' Training Institute, Gothapatna,
Bhubaneswar – 751 003**

SUPPLY OF OFFICE STATIONERY, CONSUMABLES & IT PERIPHERALS

General Terms & Conditions

1. The firm should be registered under GST, ACT-2017.
2. Rs. 5,000/- as EMD in shape of Bank Draft / Banker's Cheque favouring the OSD-cum-Director, ROTI, Gothapatna, Bhubaneswar should be submitted along with the tender paper. The EMD deposited along with the tender documents will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
3. The authorization letters if any to be enclosed in the tender with due attestation.
4. The Firm shall quote the basic price and GST shall be shown separately in the Financial Bid.
5. The Agency / Firm should furnish information regarding details of bank account with IFSC Code in a separate sheet duly signed by the bidder.
6. No conditional tender will be accepted by the authority from the tenderers.
7. No advance payment will be made to the successful Agency / Firm after acceptance of tender or execution of order.
8. Delivery of the goods should be made after getting proper requisition order within a day or two and minimum 1 day well in advance in ROTI, Gothapatna, Bhubaneswar.
9. Self attested documents like GST registration Certificate, PAN Card, IT return for the assessment year 2017-18, proof of supply of goods to Govt. Organisation, Department, etc. are to be produced along with Technical Bid Format.
10. The tenderers are to submit the brand name of the product & specification if any.
11. 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 any reason thereof.
12. It is the responsibility of the tenderers for timely delivery of the articles to the ROTI, Gothapatna, Bhubaneswar at their own cost as and when required by the Institute.

13. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested Service Provider are advised to submit two separate sealed envelopes superscribing "**Technical Bid for Supply of Office Stationery, Consumables & IT Peripheral to Revenue Officers' Training Institute**" and "**Financial Bid for Supply of Office Stationery, Consumables & IT Peripheral to Revenue Officers' Training Institute**". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for Supply of Office Stationery, Consumables & IT Peripheral to Revenue Officers' Training Institute**".
14. **The firm may quote their price for either for Office Stationery, Consumables or for IT Peripherals or for both as per their entitlement.**
15. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
16. The undersigned reserves the right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
17. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
18. All pages of the bids along with all documents are to be signed & stamped by the tenderer.
19. Selection of the items will be followed on finalization of samples whenever necessary.
20. Detailed information in the Tenderer's Profile shall be filled in correctly by the tender.
21. The Organisation should not be blacklisted by any Government Organisation. An undertaking to that effect shall be submitted along with Technical Bid.
22. The OSD-cum-Director, ROTI 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.

OSD-cum-Director, ROTI.

TENDERER'S PROFILE
TECHNICAL BID

(To be filled in & submitted with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office Residence:- Mobile :- Fax No :-
3.	Details of amount towards paper cost.	D.D. / B.C. No. Dt. of Rs. dawn on Bank
4.	Details of amount of Earnest Money Deposit	D.D. / B.C. No. Dt. of Rs. _____ dawn on Bank _____
5.	GST Regd. No.	
6.	Income Tax return filed for the A. Y 2017-18.	
7.	Income Tax No. / PAN No	
9.	Details of supply of goods to Govt. offices or any PSU or reputed private organization (Proof to be attached)	
10.	Authorization from manufacturer (if any)	
11.	Undertaking to the effect that, the agency / firm has not been blacklisted by any of the Govt Organisation / Department.	

Signature of Authorized person

Full Name:

Seal:

DECLARATION

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

Signature of Authorized person

Full Name:

Seal:

OFFICE STATIONERY, CONSUMABLES

FINANCIAL BID

Sl. No.	Description		Unit Cost in Rupees	Tax (GST)	Total
1	Training Kit Plastic Folder (Low Quality) with Press Button				
2	Training Kit Plastic Folder (Medium Quality) with Press Button				
3	Training Kit Plastic Folder (High Quality) with Press Button				
4	Ball Pen (Blue) reputed brand like Link / Reynolds etc.				
5	Writing Pad (50 pages) 9"x 7"				
6	Writing Pad (100 pages) 9" x 7"				
7	Stamp Pad of Camel / Faber Castell brand etc. (11.5 x 6.5 cm)				
8	Pencil (Natraj / Camlin)				
9	White Board Marker				
10	Permanent Marker				
11	Duster for White Board				
12	Xerox Paper-A/4 (75 GSM-Red) of reputed brand				
13	Drawing Sheet (White) (22" X 28")				
14	Drawing Sheet (Colour) (22" X 28")				
15	Sutuli (Jute)				
16	Correction Pen (7 ml – FABER- CASTELL)				
17	Notice Board with Tripod (4'x 6')				
18	News Paper Stand (Iron)				
19	Transparent Trace Paper				
20	Hand wash Liquid of reputed brand like Dettol, Lifeboy & Sevlon				
21	Drinking Jar (Plastic) 1 Ltr.				
22	Glass (300 ml)				
23	Bucket (Plastic) Medium Size 10 ltr				

24	Mug (Plastic) Big Size 01 ltr				
25	Thermo Flask (Steel Body) of reputed brand				
26	Hanger (Plastic)				
27	Door Mat (Coir) 12" x 18"				
28	Door Mat (Plastic) 12" x 18"				
29	Lock with Key (Reputed Brand like Link / Mobaj) Size.41				
30	Plastic Waste Container (Small)				
31	Plastic Waste Container (Medium)				
32	Plastic Waste Container (Big)				
33	Water Bottle (Plastic) of reputed brand 1 ltr.				
34	Battery Charger AA 1.5 V. with four rechargable battery of reputed brand like Sony, Eveready, Nippo.				
35	Wall Clock of reputed brand like Ajanta, Orpat.				
36	Plastic Tool Box (1' x 6" x 6")				
37	Mosiquote Net (Plastic) for single bed				
38	Mosiquote Net (Plastic) for double bed				

Signature of Authorized person

Full Name:

Seal:

IT PERIPHERALS

FINANCIAL BID

Sl. No.	Description	Unit Cost in Rupees	Tax (GST)	Total
1	Antivirus Software 38 Nos. (of reputed brand) having 03 years validity for single / Multi users to be installed in computer systems Windows 7 & 8.1 Pro (Rate for both Single & Multi to be quoted separately).			
2	Pen Drive – 4 GB of reputed brand.			
3	Pen Drive –8 GB of reputed brand.			
4	Blank CD, DVD of reputed brand with Cover			

Signature of Authorized person

Full Name:

Seal: