

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

SUPPLY OF OFFICE & HOSTEL STATIONERY: 2017- 18

General Terms & Conditions

1. The firm should be registered under OST, ACT-1974 and having valid VAT Clearance Certificate etc.
2. Attested copies of valid VAT Clearance Certificate (Vat-612) TIN / SRIN No. should be furnished along with the tender paper.
3. Rs. 5,000/- as EMD in shape of Bank Draft / Banker's Cheque favouring the Administrative Officer, 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.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted rate will be inclusive of all Taxes & Transportation. The percentage of VAT is to be mentioned clearly against each item. The rates to be quoted in tabular form.
6. The Agency / firm should furnish information in the format (Annexure-I) attached regarding payment of the charges through e-payment.
7. The rates quoted by the successful bidder for the year 2017-18 can be extendable up-to three years subject to satisfactory performance.
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 after getting proper requisition order within a day or two and minimum 1 day well in advance in ROTI, Gothapatna, Bhubaneswar.
11. Original documents are to be produced for verification by the members of the committee.

12. The tenders are to submit the name of the brand product & specification along with the tender.
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 to the ROTI, Gothapatna, Bhubaneswar at their own cost.
15. The tenders should furnish both Technical & Financial bid in a separate cover (to be sealed on sealing wax) duly subscribed as "TENDER FOR SUPPLY OF OFFICE & HOSTEL STATIONERY" FOR THE YEAR 2017-18 on the top to the sealed cover indicating Technical & Financial Bid Separately.
16. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
17. The undersigned / committee reserve 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.
18. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
19. All pages of the bids are to be signed & stamped by the tenderer.
20. Selection of the items will be followed on finalization of samples whenever is necessary.
21. Details of information in the Tender's Profile and following two Bids (Technical & Financial) separately are to be submitted along with tender.
22. 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.
23. The 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 & returned 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.	VAT Regd. No. (Last Vat Clearance Certificate must be	
6.	Last VAT Return in Form No. 201 should be furnished.	
7.	Income Tax acknowledgement receipt should be furnished for 2016-17.	
8.	Service Tax Registration No. (Photo copy must be attached)	
9.	Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached)	
10	Details of past experience of similar nature of work at least for three years. (Photo copy to be	

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:

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FINANCIAL BID

Sl. No.	Description	Qty.	Rate including tax & transportation
1	Pencil (Natraj / Camlin)	Each	
2	Fevistick - Big	Each	
3	Fevistick - Small	Each	
4	White Board Marker	Each	
5	Permanent Marker	Each	
6	Cello Tape 1/2" (Colour / White)	Each	
7	Cello Tape 1" (Colour / White)	Each	
8	Cello Tape 2" (Colour / White)	Each	
9	Duster for White Board	Each	
10	Sketch Pen of reputed make	Pkt.	
11	Xerox Paper-A/4 (75 GSM-Red) of reputed brand	Pkt.	
12	Xerox Paper-A/4 (70 GSM-Green) of reputed brand	Pkt.	
13	Drawing Sheet (White) (22" X 28")	Each	
14	Drawing Sheet (Colour) (22" X 28")	Each	
15	Cotton (Bundle)	Each	
16	Arch File (Best quality)	Each	
17	Guard File (Best quality)	Each	
18	Correction Pen (7 ml – FABER-CASTELL)	Each	
19	Notice Board with Tripod (4'x 6')	Each	
20	News Paper Stand (Iron)	Each	
21	Transparent Trace Paper	Each	
22	Napthalin Ball	Each Pkt.	
23	Hand wash Liquid of reputed brand like Dettol, Lifeboy & Sevlon	Each	
24	Mosquito Liquid Repellent Machine with liquid of reputed brand like Goodknight, Allout & Maxo	Each	
25	Mosquito Coil of reputed brand like Goodknight, Allout & Maxo	Per Pkt.	
26	Pencil Battery for Wall Clock (Small) of Eveready / Nippo Make.	Each	

Sl. No.	Description	Qty.	Rate including tax & transportation
27	Pencil Battery AAA for Cordless Mike and Remote Controller (Small) of Eveready Ultima / Dura Cell.	Each	
28	CFL Bulbs of reputed brand like Eveready, Syska – 5 Watt /10 Watt/15 Watt/18 Watt/ 20 Watt	Each	
29	LED Lights of reputed brand like Philips/ Eveready/ Orpat/ Syska- 5watt/ 10 Watt / 15 Watt/18 Watt/ 20 Watt	Each	

Signature of Authorized person

Full Name:

Seal: