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ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,
Plot No. C/2, Nayapalli, Bhubaneswar-751012
(A Govt. of Odisha Undertaking)

OE (S) -04/2017

No. 18247

Date.: 01.11.17

SHORT TENDER CALL NOTICE

Sealed tender in plain paper / letter pad in the prescribed format appended below are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid GST Registration Certificate and Income Tax clearance certificate for supply of Office Article / Stationeries etc. for official use in Corporation. The details of these articles can be obtained from House Stock & Store of OSCSC Ltd. on any working day between 2.00 P.M to 4.00 P.M. and the same can be available in the website of OSCSC Ltd., Bhubaneswar. The tenderer should enclose earnest money of Rs.25,000.00 (Rupees Twenty five Thousand) only in shape of Accounts Payee Bank Draft / Pay Order drawn in favour of Managing Director, OSCSC Ltd. Bhubaneswar along with the tender which will be refunded to the unsuccessful tenderer subsequently whose tender is not accepted. The tenders should reach the under signed only through Speed Post/ Registered Post super scribing the word "**TENDER PAPER FOR SUPPLY OF STATIONARY ARTICLES**" on the envelope containing Tender. Last date of receipt of tender is **dt.10.11.2017 up to 3.00 P.M.**, after which no tender shall be accepted. The tenders shall be opened on **dt.10.11.2017 at 4.00 P.M** in the presence of tenderers or their authorized representatives in the chamber of FA & CAO, OSCSC Ltd. Bhubaneswar. The item wise short list shall be prepared basing on the lowest rate offered by the tenders. The authority reserves the right to reject any or all tenders without assigning any reasons thereof. The tenders received incomplete shape or after the scheduled date & time shall be summarily rejected. For details please refer to our web site www.oscsc.in.


General Manager (Admn.)

19

TERMS AND CONDITIONS FOR SUPPLY OF STATIONARY ARTICLES

(1) The Suppliers who have failed to supply the required quantity in required time shall not be eligible to participate in the tender. (2) Supply of Stationary articles shall be made only as per the approved rate and as per the order given by the Corporation from time to time. (3) The supply of indented articles shall be made available within 7 (seven) days from the date of issue of indented order. (3) Failure to supply the total quantity/ part there of stationeries / articles within the stipulated time would entail imposition of penalty of Rs.100/- per day in addition to for future of EMD.

The accepted tenders will remain valid for 2 (Two) years from the date of issue of purchase Committee report unless a decision to the contrary is taken by the Corporation.

LIST OF STATIONERY ARTICLES

Sl No.	Stationary Articles	Brand	Quantity	Rate (Inclusive with GST)
1.	Tag	(Vinayak)	500 Pkts	
2.	Alpin	Bell	24 Pkts	
3.	Register No.8,10,12	Rajdhani	15 Dozen each	
4.	Room Spray	Riya	200 No's	
5.	Naphthalene		15 kg	
6.	Envelop (Big) 10"x4" 80 GSM (White)		70,000 No's	
7.	Envelop A/4 Size		1500 No's	
8.	Cloth Envelopes ¼ size		500 No's	
9.	Refill (Blue & Red) small and Big Lazor		50 Pkts (S) 24 Pkts (B)	
10.	File Board		2000 No's	
11.	Cover file (STAR) Poly Coated		150 No's	
12.	Odonil		20 Dozen	
13.	Plastic Folder		200 No's	
14.	Xerox paper (A/4) size	JK 75 GSM	4000 Pkts	
15.	Plastic folder L Type	Kolhar	500 Nos	
16.	Single punching machine	Kangaro	4 Dozen	

17.	Double punching machine	Kangaro	25 No's	
18.	Big Punching Machine (size-	Kangaro	10 No's	
19.	Stapler (Small)	Kangaro	150 No,s	
20.	Stapler pin (Small)	Kangaro	500 Pkts	
21.	Plastic Dak Pad		50 No's	
22.	Budkin		5 Dozen	
23.	Gum	Cello	20 Dozen (300 MI)	
24.	Waste paper basket (Full Cover)	Ankur	50 No's	
25.	Waste paper basket (Without Cover)	Ankur	50 No's	
26.	Towel(30*60)	Himtex	20 No's	
27.	Towel (36"*72")	BTM	20 No's	
28.	Correction fluid bottel	Kores	20 Dozens	
29.	Calculator - 12 Digit	Cello	50 No's	
30.	Parker Refill		1 Dozen	
31.	Pen (Adjel)		20 No's	
32.	Pen (Gold ex delta plus)		5Dozen	
33.	Wall Clock-Ajanta		20 No's	
34.	Laegal Paper		10 Pkts	
35.	Cup & Plate Bone China		15 Sets	
36.	Pen stand with Pen (4 nos. pen)		10 No's	
37.	Desk calendar	Omega	2 Dozen	
38.	Scale (Ajanta Steel)		4 Dozen	
39.	Paper weight		4 Dozen	
40.	Pencil battery	Nippo	20 Dozen	
41.	Tray (Big)		2 Dozen	
42.	Stamp pad	Fiber Crystal	2 Dozen	
43.	Stamp Ink	Kores	2 Dozen	

44.	Telephone (single)	Bettel	20 No's	
45.	Telephone (Double)	Bettel	4 No's	
46.	Good knight liquid		50 No's	
47.	Ledger 350 pages, 750 Pages & 1200 pages each	Ashirbad	6 No's each	
48.	Arch file	Aswini	12 No's	
49.	Less File	Aswini	5 Dozen	
50.	High Lighter	Cello	5 Dozen	
51.	Liquid Soap	Life Buoy	10 No's	
52.	Pencil & Eraser	Cello	4 Dozen Each	
53.	Thorma Flask	Milton	2 Dozen	
54.	Flag (File)	Oddy	20 Dozen	
55.	Binder Clip		5 Dozen	
56.	Wax		5 Pkts.	
57.	Writing Pad (size)		1000 No's	
58.	Glass Tumber (Good Quality)		5 Dozen	
59.	Glass Cover (Good Quality)		5 Dozen	
60.	Guard File		5 Dozen	
61.	Salu Cloth		50 meters	


General Manager (Admn.)
 O.S.C.S.C Ltd., BBSR