

**DISTRICT PROJECT OFFICE, SSA, BALANGIR**

NO. 1590 /XVIII/ S&S/ 02/2019/ Date 09.07.2019

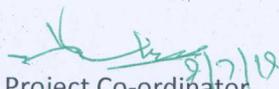
**SHORT TENDER CALL NOTICE**

Sealed quotation of rates are invited from Regd. wholesalers/retailers/suppliers having a retail/wholesale shop at Balangir District and valid PAN No., GST NO and GST Return certificate for procurement of Stationary for District Project Office, Samagra Sikshya, Balangir. The details of stationary materials, term and conditions can be obtained from the District Project Office, Samagra Sikshya, Balangir.

The same is also available in the website of OPEPA ([www.opepa.in](http://www.opepa.in)) and NIC, Balangir (<http://balangir.nic.in>)

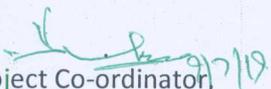
The last date of submission of tender papers through Speed Post/Regd. Post is **23.07.2019** and Opening of Tender paper is **24.07.2019 at 4.00 P.M** in the **ADM, Chamber of the Collectorate, Balangir** The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

By order of Collector-cum-Chairman,  
Samagra Sikshya, Balangir

  
District Project Co-ordinator,  
Samagra Sikshya, Balangir

Memo No 1591 /XVIII/ S&S/ 02/2019/Date 09.07.2019

Copy to Notice board, Samagra Sikshya, Balangir/Collectorate, Balangir/D.R.D.A, Balangir/D.E.O, Balangir/D.S.W.O, Balangir/D.W.O, Balangir/DI & P.R.O, and Balangir for wide publicity.

  
District Project Co-ordinator,  
Samagra Sikshya, Balangir

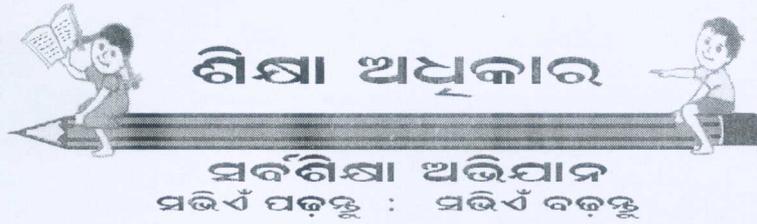
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Copy to the District Correspondent, "The SAMBAD" with a request to publish in your daily news paper Sambalpur Edition for one day as per the I & PR rate.

  
District Project Co-ordinator,  
Samagra Sikshya, Balangir

# DISTRICT PROJECT OFFICE

## SAMAGRA SIKSHYA, BOLANGIR



TENDER PAPER FOR SUPPLY OF STATIONARY MATERIALS  
FOR  
DISTRICT PROJECT OFFICE, SAMAGRA SIKSHYA, BALANGIR

DISTRICT PROJECT OFFICE, SAMAGRA SIKSHYA, BALANGIR

QUOTATION FORM

1. Name of the firm/supplier:-
2. Owner of the firm/supplier:-
3. Authorized/contact person:-
  - i. Name :
  - ii. Telephone No:
4. Address and details:-
  - i. Office :
  - ii. Firm :
5. GST Return certificate (Attested Xerox copy):-
6. GST NO:-
7. PAN card (Attested Xerox Copy):-

Seal & Signature of the Firm/Supplier

**DISTRICT PROJECT OFFICE, SAMAGRA SIKSHYA, BALANGIR**

1. Name of the work: **Supply of Stationary Materials for DPO, Samagra Sikshya, Balangir.**
2. Period of availability of tender papers: **10.07.2019 to 23.07.2019**
3. Last date & time for receipt of tender papers: **23.07.2019 up to 5.30 P.M.**
4. Date and time of opening of tender: **24.07.2019 at 4.00 P.M**
5. Place of opening of tender : **ADM Chamber of Collectorate, Balangir**
6. Authority inviting tender: **Collector-cum-Chairman, SSA, Balangir**

  
District Project Coordinator  
SAMAGRA SIKSHYA, BALANGIR

### TERM & CONDITIONS

1. The Sealed filled up tender paper should reach the undersigned on or before dt **23.07.2019 up to 5.30 P.M.** the tender will be opened **24.07.2019 at 4.00 P.M** in the presence of the Regd. wholesellor/Suppliers/Authorised agents.
2. The tenderers must have a retail/Whole Sale shop at Balangir.
3. The tenderers should produce the sample materials along with the quotations.
4. The rate of articles offered by the interested parties/suppliers should be mentioned inclusive of all taxes.
5. The Parties/suppliers should produce valid PAN Number & GST No with GST Return Certificate.
6. The suppliers are required in furnish EMD of **Rs. 10,000/- (Rupees ten thousand)** only in shape of **Bank draft** in favour of **DPC, SSA, Balangir, Payble at Balangir** failing which the offer will be rejected.
7. The Tender papers received without fulfilling the terms and conditions are liable for rejection.
8. The undersigned reserves the right to cancel all or any quotation without assigning any reasons thereof.
9. The selected firm will have to make an agreement with **District Project Coordinator, Samagra Sikshya, Balangir** soon after the selection and before the placement of order in Non-Judicial stamp paper of Rs. 11/- for supply of stationary materials as per the term and conditions.
10. The decision of the District Purchase Committee is binding and final in selection of item/brand.
11. No request for enhancement of the approved rate shall be entertained for the period once the agreement signed.
12. Stationary materials shall be purchased time to time as per requirement during the year.
13. Attach attested copy of GST Return certificate and PAN card with the tender papers.
14. Tender paper should be submitted through **Registered post/Speed Post** only on or before of Date **23.07.2019 up to 5.30 P.M,** addressing to the **District Project Office, Samagra Sikshya, Balangir AT-Rajendra College Chowk Po/Dist- Balangir, Pin-767001**
15. The selected supplier shall supply the material within **15 days** from the date of receipt of supply order.

  
District Project Coordinator,  
Samagra Sikshya, Balangir

**LIST OF MATERIALS OF DPO, SAMAGRA SIKSHYA, BALANGIR**

Sl. No.	Name of the Items	Name of the Brand	Mention the Rate per each Item
1	Xerox Paper (A4 size) GREEN	Jk copier	
2	Xerox Paper (A4 size) RED	Jk copier	
3	Xerox Paper (Legal size) GREEN	Jk copier	
4	Xerox Paper (Legal size) RED	Jk copier	
5	T-Alpin	Good quality	
6	Fly leaf (Printed) As per sample DPO, SSA, Balangir with Logo.	Good quality	
7	Guard file (288 pages)	Good quality	
8	Dak issue Register (Big size)	Good quality	
9	Dak Receive Register (Small size)	Good quality	
10	Board file	Good quality	
11	Register (Leather binding) No. 20	EAGLE	
12	Stamp pad (camel Plastic Box)	Good quality	
13	Calculator	Citizen CT-500	
14	Peon Book (Big size)	Good quality	
15	Envelope 11" X 5" & A4 SIZE	Good quality	
16	Gum (300ml)	Camel	
17	Cash Book Big Size Leather Binding.	EAGLE	
18	Stock Register 12 Nos	Good quality	
19	Vehicle Log Book Big Size	Good quality	
20	Cartridge 1020 (12A)	HP laser jet	
21	Cartridge 1005 (35A)	HP laser jet	
22	Cartridge P-1108 (88 A)	HP laser jet	
23	Cartridge (45 A (MFP M 4345)	HP laser jet	
24	Cartridge Samsung MLT- ( D 1053S)	HP laser jet	
25	External Hard Disk 1TB, 2TB	Good quality	
26	Pen drive 32 GB	HP	
27	Stapler Pin (Big)	Kangaro	
28	Stapler machine (24/6)	Kangaro	
29	Steno pad (short hand book)	Good quality	
30	Marker Temporary	Good quality -	
31	CELLO TAP CHEQUE SAVER	Good quality	
32	Fuduni	Good quality	
33	Flag mark for Trace out Letter/ Documents	Good quality	
34	Stapler Pin (Small)	Kangaro	
35	Stapler Machine (Small)	Kangaro	
36	Punching machine	Kangaro	
37	Anti virus	(NPAV)	
38	Cello tap 4"	(NPAV)	
39	FAX ROLL (210 mm X 25 mtr)	Kores	
40	High Lighter	Good Quality	
41	Erazex	Feber Castel	

  
9/7/19

Sl. No.	Name of the Items	Name of the Brand	Mention the Rate per each Item
42	Taq (White)	Good Quality	
43	Pencil (Apsara)	Good Quality	
44	Dot Pen	Butter Flow (Good Quality)	
45	INVERTER MACHIN (2kva) including fitting charges	Luminous /Microtek	
46	180 AH INVERTER Battery including fitting charges	Luminous	

  
District Project Coordinator  
SAMAGRA SIKSHYA, BALANGIR