

DISTRICT PROJECT OFFICE

RTE-SSA, KENDRAPARA

Kendrapara Autonomous College Campus, Kendrapara - 754211

Quotation-Call-Notice

No: 3455 // Date: 14/11/18

Sealed quotations in plain papers are invited from reputed local firms/agency having valid GST registration certificate with copy of GST No. for supply of office consumables and stationeries. The detail of the tender paper is available in the district website i.e www.kendrapara.nic.in. The last date for submission of tender paper is 5/12/18 at **5.00 PM**. The tender paper will be received through Registered Post/ Speed Post only and the same shall be opened on 6/12/18 at 11 **AM/PM**.


District Project Coordinator 13/11/18
SSA, Kendrapara

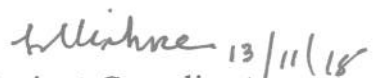
N.B:- VAT/ SRIN registered agency can participate in tender with a declaration that their turnover is less than Rs.20,00,000/- (Rupees Twenty Lakh).

Instructions:

- The envelope should be super scribed with **“Tender Paper for Procurement of Office Stationery & Consumables”**.
- The quotations should reach to the undersigned only by **Registered Post/ Speed post** on or before 5/12/18 **2018 by 5.00 PM.**
- The same shall be opened on 6/12/18 **2018 at 11.00 AM** in the presence of the bidders or their authorized representatives.
- The authority reserves right to accept or reject any quotations without assigning any reason thereof.

Terms & Conditions:

1. The successful bidder will be required to sign an agreement in Judicial Stamp Paper (Rs.21/-) with District Project Coordinator, SSA, Kendrapara for supply of articles at approved rates during the course of agreement period of one year.
2. The brand and rate quoted will remain same till one year, any increase/ decrease in the rates during the time is not permissible.
3. Bidders will be required to submit copy of Pan Card, and Sales Tax clearance certificate and GST No. having registration to supply of printing & stationery items along with the tender papers, failing which the bidder will be declared ineligible.
4. The bidders have to pay **Rs.1000/- (Rupees One Thousand) only towards Earnest Money Deposit and @ 5% of total amount towards Security Deposit** in the shape of Bank Draft drawn in favour of **“District Project Coordinator, SSA, Kendrapara”** payable at Kendrapara along with the tender papers.
5. The bidder should mention the brand and the rate per unit including all the taxes, duties, transportation etc. if any.
6. The authority reserves the right to procure the items in full or in part of the tendered item/ quantity and the quantity may increase/ decrease at the time of giving supply order.
7. The authority reserves the right to award the Tender to the Bidder, who quotes less amounts as a whole.
8. The successful bidder has to supply the items as when required within three days of the issue of supply order during his tenure (one year).
9. The payment will be made to the party after supply of all the items to the office of the DPC, SSA, Kendrapara as per brand & specification mentioned in the quotation.
10. In case the successful bidder fails to supply the items in the same price within his tenure (one year), his Security Deposit will be forfeited.
11. In case of any violation in the brand, specification and quality the authority keeps every right for rejection of any or all work/ supply order without assigning any reason thereof.
12. In case of any dispute during course of supply of articles the decision of District Project Coordinator, SSA, Kendrapara will be final.


District Project Coordinator,
RTE-SSA, Kendrapara