



**DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA (S.S.), KENDRAPARA**

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SHORT QUOTATION CALL NOTICE

No: 1673/11 Date: 11/07/23

Sealed quotations in plain paper are invited from local reputed firms/ agency having PAN & GST clearance certificate for supply of office printing & stationery items as per list which can be downloaded from the district website i.e. www.kendrapara.nic.in and the sample copy of flyleaf & notesheet should be collected from the office of the undersigned during office hour.

The sealed quotation duly superscribed as **“Quotation for supply of Printing & Stationary Items”** should reach to the office of the undersigned by 5.00 p.m of 31.07.2023 **by registered post only** and it will be opened on 01.08.2023 at 11.00 a.m/ ~~p.m~~ in presence of bidders or their authorized representative in the office chamber of the District Project Coordinator, SS, Kendrapara. The quotations received after due date & time will not be entertained. The detail of tender paper with sample copy of flyleaf & note sheet may be collected from the office of the undersigned before bidding the quotation. **The successful bidder has to deposit Rs.5000/- (Rupees Five Thousand) only towards Security Deposit in shape of DD/ B.G drawn in favour of “District Project Coordinator, SS, Kendrapara payable at Kendrapara.** The undersigned reserves the right to accept or reject the quotation without assigning any reason thereof.

Terms & Conditions:

1. The successful bidder will be required to sign an agreement with District Project Coordinator, SS, Kendrapara for supply of articles at approved rates during the course of agreement period of one year.
2. Bidder will be required to submit the copy of PAN card & GST clearance certificate along with the tender paper and the successful bidder has to deposit an amount of Rs.5,000/- (five thousand) only towards Security Deposit in shape of D.D/ B.G drawn in favour of District Project Coordinator, SS, Kendrapara.

3. The bidder should mention the brand and the rate per unit including all the taxes, duties, transportation if any.
4. The brand and rate quoted will remain same till one year, any increase/ decrease in the rates during the time is not permissible.
5. The authority reserves the right to procure stationery items in full or in part of the tendered quantity.
6. The authority reserves the right to award the Tender to Tenderer, who quotes less amount as a whole.
7. 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).
8. The payment will be made to the party after supply of all the items to the office of the DPC, SS, Kendrapara as per brand & specification mentioned in the quotation.
9. 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.
10. In case of any dispute during course the supply of articles the decision of District Project Coordinator, SS, Kendrapara will be final.

By order of Collector-cum-Chairman,


11.7.23
District Project Coordinator,
SS, Kendrapara.

Memo No: 1674 / Date: 11/07/23
Copy forwarded to the notice board of DPO, SS, Kendrapara/ DEO,
Kendrapara/ BEO, Kendrapara for information and wide publication.


11.7.23
District Project Coordinator,
SS, Kendrapara.

Memo No: 1675 / Date: 11/07/23
Copy forwarded to the DIO, NIC, Kendrapara to float the quotation in the
District website i.e. "www.kendrapara.nic.in for wide publication.


11.7.23
District Project Coordinator,
SS, Kendrapara.

LIST OF OFFICE STATIONARY ITEMS TO BE PROCURED - 2023-24

| Sl. No. | Particulars | Brand/ Specification | To be procured | |
|---------|----------------------|---|----------------|--------|
| 1 | Alpin | Kores | 8 | Nos. |
| 2 | Battery (AA) | EVREADY | 10 | Nos. |
| 3 | Battery (AAA) | EVREADY | 20 | Nos. |
| 4 | Budkin/ Fodani | G.V.S (Plastic handle) | 6 | Nos. |
| 5 | Calculator | Casio (12 Digit) | 3 | Nos. |
| 6 | Cash book (109p) | Supreme/ Pioneer/ Sweta | 6 | Nos. |
| 7 | Cash book (235p) | Supreme/ Pioneer/ Sweta | 1 | Nos. |
| 8 | Coverfile | Supreme/ Pioneer/ Sweta | 12 | Nos. |
| 9 | Cup Set | LA O PALA | 2 | Set |
| 10 | Dustbin | Cello/ Ankur | 6 | Nos. |
| 11 | Flag strip | Good Quality (Colour) | 20 | Nos. |
| 12 | Flyleaf | 250 GSM Colour Paper (Sample should be collected from the office of the undersigned) | 500 | Nos. |
| 13 | Glass Set | LA O PALA | 2 | Set |
| 14 | Guard file | Good Quality | 3 | Nos. |
| 15 | Gum Bottle (100 ml) | Fevi Gum | 22 | Nos. |
| 16 | Journal (No.2) | Supreme/ Pioneer/ Sweta | 2 | Nos. |
| 17 | Journal (No.3) | Supreme/ Pioneer/ Sweta | 1 | Nos. |
| 18 | Notesheet (A4) | 70 GSM White paper (Sample should be collected from the office of the undersigned) | 4000 | Nos. |
| 19 | Paper clip | Good Quality | 5 | Nos. |
| 20 | Pen (Black)-Gel | Elkos Velo | 40 | Nos. |
| 21 | Pen (Blue) -Gel | Elkos Velo | 20 | Nos. |
| 22 | Pen (Green)-Gel | Elkos Velo | 10 | Nos. |
| 23 | Pen (Red)-Gel | Elkos Velo | 20 | Nos. |
| 24 | Pen Stand | Good Quality | 2 | Nos. |
| 25 | Pen Stand (big) | Good Quality | 1 | Nos. |
| 26 | Punching machine | Kangaroo | 5 | Nos. |
| 27 | Register (N-10) | Supreme | 7 | Nos. |
| 28 | Register (N-12) | Supreme | 2 | Nos. |
| 29 | Register (N-16) | Supreme | 7 | Nos. |
| 30 | Register (N-30) | Supreme | 4 | Nos. |
| 31 | Register (N-4) | Supreme | 10 | Nos. |
| 32 | Register (N-6) | Supreme | 20 | Nos. |
| 33 | Register (N-8) | Supreme | 5 | Nos. |
| 34 | Room freshner | Ambipur | 6 | Nos. |
| 35 | Sketchpen | Linc/ Cello | 2 | pkt. |
| 36 | Stamp pad | Camel | 7 | Nos. |
| 37 | Stamp pad ink | Camel | 6 | Nos. |
| 38 | Stappler (N.10) | Kangaroo | 10 | Nos. |
| 39 | Stappler Pin(N.24/6) | Kangaroo | 10 | Nos. |
| 40 | Stickfile (A4) | Good Quality | 20 | Nos. |
| 41 | Tag | Good Quality | 40 | bundle |
| 42 | Tray | Cello/ Ankur | 1 | Nos. |
| 43 | Water sponj | Good Quality | 3 | Nos. |
| 44 | Xerox Paper (A4) | J.K (72 GSM) | 200 | Nos. |


 District Project Coordinator,
 SS, Kendrapara