

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.,  
BHUBANESWAR-22**

**TENDER DOCUMENT  
For  
Office Stationary & Printing Items**





**TENDER DOCUMENT  
For  
Office Stationary & Printing Items**

**Cost of Tender Document-Rs. 590.00 (inclusive GST)**

**Sale of Tender Documents  
Starts from. Dt. 03.05.21 (MONDAY) and  
Submission of filled in Tender**

**Name of the Tender:**

**Sale end date of upto 2 P.M. on 15.05.21 (SATURDAY)**

**Address:**

**Opening of Tender at 11.30 A.M..on 17.05.21  
At:OPHWC Corporate Office,  
JANPATH-, Bhubaneswar-22**

**TELEPHONE No. \_\_\_\_\_ 0674-2541543**

**FAX NO: \_\_\_\_\_ 0674-2541543**

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.,  
BHUBANESWAR-22**

**PHONE:0674-2541543**

**E-Mail:-policehousing@rediffmail.com**

**Website:ophwc.nic.in**

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**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.,  
BHUBANESWAR-22**

**TENDER NOTICE FOR OFFICE STATIONARY &  
PRINTING ITEMS**

**Tender Ref No-03/ 2021-22**

**OPH&WC** Invites sealed tenders for supply of Office Stationary (Part – A) & Printing items (Part – B) for which bidders may quote for any one or both the parts. Tender documents can be purchased from the Head office 11 A.M. to 2 P.M. from 03.05.2021 to 15.5.21 on payment of Rs. 590/- (inclusive of GST) by DD in favour of OSPH&WC, Ltd BBSR. The tender documents can also be downloaded from our website [www.ophwc.nic.in](http://www.ophwc.nic.in) which shall be submitted along with Rs. 590/- towards the cost of tender in shape of DD drawn in favour of OSPH&WC, Ltd payable at Bhubaneswar. Bids with EMD of Rs. 5000/- in shape of DD for Part-A and Rs. 7000/- for Part-B respectively in favour of OSPH&WC Ltd payable at Bhubaneswar shall be received upto 2 P.M.. dt.15.05.2021 which shall be opened on the 17.05.21 at 11.30 A.M.. at the above address, in presence of interested bidders. Bids without EMD shall not be considered.

OSPH&WC reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason.

D.G.M/(Admn)

## I. GENERAL TERMS AND CONDITIONS

- 1.0 General Information : Supply of Office Stationary & Printing Items.
- 1.1 Name of work : Part – A- Supply of Office Stationary  
Part – B- Printing Items
- 1.2 FOR Delivery : OSPH&WC Corporate Office,  
Janapath,Bhubaneswar-22,
- 1.3 Period of supply : Within 07 (seven) days from the date of  
receipt of Purchase Order.

### 2.0 Documents to be furnished along with tender papers:

#### 2.1 The Bidder shall furnish the following documents:-

- a) The original Tender Document purchased/ downloaded by the bidder should be filled in wherever required and submitted with seal and signature in every page as a token of admission and acceptance of contents.
- b) Copy of Registration Certificate if any.
- c) Copies of latest Income Tax return
- d) Copy of GST Registration certificate.
- e) Details of experience if any on supply of Office Stationary & Printing Items to any Govt. Office/PSU along with copies of Purchase Orders.
- f) Details of EMD/Security Deposit.
- g) Detail required information or E-Transfer of payment may be furnished for payment of bill/return of EMD etc.
  - 1)Name of the Party & Address
  - 2)Bank's Name & Address
  - 3)Account No. & Type of Account
  - 4)IFSC Code
  - 5)PAN Card No. (Xerox copy to be attached)
  - 6)GST Tax No. (Xerox copy to be attached)
  - 7)Cancel cheque is to be attached for reference

#### 3.0 EARNEST MONEY/SECURITY DEPOSIT:

BOTH Parts-A & Part-B as mentioned in tender notice.

The bidder shall submit Rs.5,000/- & Rs.7,000/- respectively for Part A & Part B towards EMD(Refundable) deposit in the form of Bank Draft drawn on any Nationalized Bank favoring "OSPH&WC" payable at Bhubaneswar.

3.1 Tenders received without EMD shall summarily be rejected.

**(Full signature of the tenderer/bidder)  
With Seal**

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3.2 No interest shall be paid by OSPH&WC against EMD amount submitted by the bidder.

3.3 The EMD of unsuccessful bidders shall be refunded within 30 days of finalization of tender.

3.4 The EMD of successful bidder shall be refunded within 30 days after 100% supply of stationary/printing items against Purchase Order.

3.5 The EMD shall be forfeited in case the bidder fails to supply/unwilling/reluctant to supply for any reasons what so ever.

4.0 The bidder shall submit the original tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.

4.1 Tenders may be either submitted in person or may be sent by post so as to reach within stipulated time as mentioned in tender notice.

4.2 The quoted rate should be valid for 5 months from the date of opening of Tender Documents.

4.3 Tenders be addressed to OSPH&WC at the following address :-  
Deputy General Manager(Admn)

The odisha state police housing & welfare corporation Ltd., Bhubaneswar-22

5.0 The OSPH&WC may, at its discretion extend the deadline for the submission of bids mentioned above, in such case all rights and obligations of the OSPH&WC and bidders shall be valid as mentioned previously to the new deadline as extended.

5.1 The Corporation will not be liable for late in receipt of the tender after the due date/time due to any postal delay if sent by post.

5.2 Any bid received by the OSPH&WC after the deadline for submission of bid prescribed by the OSPH&WC, will be rejected.

#### **6.0 Opening of bids by OSPH&WC**

6.1 The OSPH&WC will open the bids, in the presence of bidders or his authorized representative who choose to attend, at the time and date specified in the tender notice, at the Corporate Office of OSPH&WC, Bhubaneswar. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.

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- 6.2 The bidders' name, bid prices, written modifications of bid or withdrawals and the presence or absence of the requisite bid security and such other details as the OSPH&WC, at its discretion, may consider appropriate will be announced at the time of opening.
- 6.3 The OSPH&WC shall prepare, for its own record, the minutes of the bid opening, including the information disclosed to those present.
- 6.4 The tenders shall write the rates both in figure and in words for all its items described. In case of any discrepancy, rate in words shall be considered as correct rate.
- 6.5 Any correction/over writing made by the tenders in the tender document must be initialed by the tenderers before submission of the tender documents.
- 6.6 The tender, on submission shall become the property of OSPH&WC and the organization shall be under no obligation to return the same to the bidder.

**7.0 Acceptance & finalization of bids:**

- 7.1 The bidders are requested to see the samples for all the items (stationeries & paper for printing). Accordingly the bidders will be quoted their rates in the tender document for finalization of the tender.

**8.0 Rate & Verification of Sample:**

- 8.1 The bidder is advised to see the sample and quality of paper/ Stationary items, at OSPH&WC Corporate office, Janpath, Bhubaneswar at his own cost and responsibility.
- 8.2 The quoted rate shall include cost of material, labours, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.
- 8.3. The rates as quoted shall be valid for 2 years.

**9.0 Quantities:**

- 9.1 The quantities mentioned in the schedule are the estimated quantities only which are not to be taken as the actual and exact quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below:-
- a) Increase or decrease of the quantities as mentioned in the schedule.
  - b) Omit any such item if found necessary after issue of Purchase Order, if required.
  - c) Change the quality or kind of any such items.
  - d) Additional requirement or any item required may be supplied by the bidder.
- 9.2 No such variation shall be made by the bidder without an order in writing by OSPH&WC.

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- 9.3 In case of any item where no specification is supplied by OSPH&WC as mentioned in the tender document, such items shall be supplied in accordance with the sample of a reputed company/brand.
- 9.4 In case of default by the bidder, failure or refusal to supply any item OSPH&WC may purchase the same from local market and hold the bidder responsible for any excess cost involved thereby. Furthermore, OSPH&WC reserves the right to terminate the contractor or which may become due in future.

**10.0 Issue of Purchase Order:**

OSPH&WC shall issue the provisional purchase order in duplicate to successful bidder.

The bidder shall start supply of all the items as per Purchase Order which will be issued from time to time..

**11.0 Rejection:**

The bidder should supply the stationary/printing materials as per the sample. In case of any variation and low quality the materials supplied shall be rejected.

**12.0 Payment:**

After successful supply of all the items, the Bidder shall submit the bills in triplicate. The payment will be released after verification of materials supplied & challan received from the Units wherever required, through a crossed account payee cheque/or E-Transfer. No interim payment shall be allowed.

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**13.0 Penalty:**

In the event of bidder fails to supply/reluctant/refusal to supply the items, OSPH&WC reserves the right to impose penalty @ 5% of the order value and also forfeit the EMD/Security Deposit.

**14.0 Disputes:**

14.1 The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of the Chairman cum Managing Director, OSPH&WC will be final & binding in case the disagreement or dispute is not resolved by mutual negotiations.

14.2 Legal dispute if any, concerning to this supply shall be subject to such courts as exercising civil jurisdiction over Bhubaneswar.

**15.0 Miscellaneous:**

OSPH&WC reserves the right to cancel any or all the tenders without assigning any reason thereof.

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**PART-A**  
**SUPPLY OF OFFICE STATIONARY FOR THE YEAR 2021-22**

Sl. No.	Item description	Unit	Specification	Quantity	Quoted Price (per unit)including GST	Total Amount (Rs.)
1	ARCH FILE (BIG)	NOS.	As per sample	100 NOS		
2	ARCH FILE (SMALL)	NOS.	-do-	100 NOS		
3	ALPIN	PKT	Bell	50 PKT		
4	ALPIN HOLDER	NOS.	As per sample	20 PKT		
5	ATTENDANCE REGISTER	NO.4	As per sample	01 NOS		
6	BATTERY (PENCIL)	NOS.	Everaday (Leakproof)	100 NOS		
7	BATTERY REMOTE	NOS.	Evereaday	30 NOS		
8	BATTERY (BIG) TORCH	NOS.	-do-	25 NOS		
9	BOARD FILE	NOS.	As per sample	100 NOS		
10	CALCULATOR 12 DIGIT	NOS.	Casio MJ-120D	25 NOS		
11	CARBON PENCIL BLUE	PKT	Hores	5 PKT		
12	CELLO TAPE (Small)	NOS.	As per sample	25 NOS		
13	CELLO TAPE (BIG)-WIDE (BROWN COLOUR-2")	NOS.	As per sample	30 NOS		
14	CLIP BOARD	NOS.	As per sample	20 PKT		
15	CORRECTING FLUID(White) Pen	NOS.	Kores	150 NOS		
16	CLOTH ENVELOP (SMALL) (10 X 12)	NOS.	A4 size (As per sample)	1500 NOS		
17	CLOTH ENVELOP (Legal size)	NOS.	16x12 (As per sample)	1500 NOS		
18	COVER FILE (CLOTH COATED)	NOS.	As per sample	200 NOS		
19	DOTPEN (DOUBLE HEAD)	NOS.	Link-620	10 PKT		

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Sl. No.	Item description	Unit	Specification	Quantity	Quoted Price (per unit)including GST	Total Amount (Rs.)
20	DUPLICATING PAPER (EMAMI)	PKT.	480 per pkt (64 GSM)	10 PKT		
21	DUPLICATING BOOK	NOS.	Appd. Sample			
22	DOT PEN	NOS.	Cell Griper	200 NOS		
23	DOT PEN(GREEN)	NOS.	Use & throw	20 PKT		
24	ENVELOP 10*4.5 (w) (100)	NOS.	Nos. (As per sample)	1000 NOS		
25	ENVELOP 10*4.5 (P) (50)	NOS.	Nos. (As per sample)	1000 NOS		
26	ERASER (NATRAJ)	NOS.	Natraj	100 NOS		
27	EXERCISE NOTE BOOK-8 No.	NOS.	Appd. Sample	50 NOS		
28	GUM 700ML.	BTL.	Camel(As per sample)	100 NOS		
29	GLASS MARK PENCIL (COLOUR)	NO.	APSARA (RED,BLACK, BLUE)	50 NOS		
30	JEMS CLILP	PKT	Bell(35mm)	25 PKT		
31	MARKER PEN(HIGH LIGHTER)	NOS.	Luxer	25 PKT		
32	MARKER PEN(PERMANENT)	NOS.	Luxer	20 PKT		
33	NAPHTHALINE BALL	PKT.	1 kg.	10 PKT		
34	ODONIL	NOS.	Balsara	10 NOS		
35	PENCIL (NATRAJ)	NOS.	Natraj	25 PKT		

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Sl. No.	Item description	Unit	Specification	Quantity	Quoted Price (per unit)including GST	Total Amount (Rs.)
36	PENCIL CUTTER	NOS.	Natraj	100 NOS		
37	PAPER CUTTER	NOS.	Natraj	30 NOS		
38	PAPER CLIP	NOS.	As per sample	30 PKT		
39	PAPER WEIGHT	NOS.	As per sample	30 NOS		
40	PUNCHING MACHINE (SMALL)	NOS.	Kangaro DP-480	30 NOS		
41	PUNCHING MACHINE (SINGLE)	NOS.	Kangaro/Kores	25 NOS		
42	PUNCHING MACHINE (BIG)	NOS.	As per sample	25 NOS		
43	PLASTIC FOLDER		As per sample	200 NOS		
44	PEON BOOK	NOS.	As per sample	50 NOS		
45	PAPER FLAG – COLOUR	SET	As per sample (Butter fly-Code-14)	50 PKT		
46	REFIL BLUE (SMALL)	PKT	Link(Lezer)	25 PKT		
47	REFIL RED (SMALL)	PKT	Link(Lezer)	25 PKT		
48	REFIL BLUE (BIG)	PKT	Cello Griper	25 PKT		
49	ROOM FRESHNER	NO.	Jasmin	30 NOS		
50	RUBBER BAND	KG.	As per sample	10 PKT		
51	ROLLING PAPER	Dista	Emami			
52	STAPLER (BIG)	NOS.	Kangaro-HP 45	25 NOS		
53	STAPLER (SMALL)	NOS.	Kangaro-10	25 NOS		
54	STAPLER PIN (SMALL)	PKT	Kores	25 PKT		
55	STAMP PAD	NOS.	Kores(11x70) mm	30 NOS		
56	STAMP PAD INK-60ml	NOS.	Grapes/Kores	25 NOS		
57	SCALE (PLASTIC)-BIG	NOS.	Natraj	30 NOS		

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Sl. No.	Item description	Unit	Specification	Quantity	Quoted Price (per unit)including GST	Total Amount (Rs.)
58	SOAP (Small)	NOS.	Lifebouy	50 NOS		
59	TAG(Small)	50 nos. per bondle	As per sample	25 PKT		
60	TAG(BIG LESS)-50 NOS. PER BNDL	BNDL.	As per sample	25 PKT		
61	WATER SPONGE	NOS.	As per sample			
62	WRITING PAD	NOS.	As per sample	150 NOS		
63	WASTE PAPER BASKET	NOS.	As per sample	50 NOS		
64	XEROX PAPER A-4 75GSM	PKT.	JK Copier-500 pages	1000 PKT		
65	XEROX PAPER A-3 75GSM	PKT.	JK Copier-500 pages	50 PKT		
66.	REGISTER	NOS	DIFFERENT SIZES	50 NOS		
67.	STOCK REGISTER	NOS	AS PER SAMPLE	10 NOS		
68	DIFFERENT SANITARY MATERIALS	ITMS	AS PER SAMPLE	AS PER REQUIREMNT		
69.	ANY OTHER STATIONERY MATERIAL AS AND WHEN REQUIRED.		AS PER SAMPLE	-----DO-----		

**PART-B**  
**SUPPLY OF PRINTING MATERIALS FOR THE YEAR 2021-22**

Sl. No.	Item description	Specification (As per sample)	Quantity	Quoted Price (per unit)including GST	Total Amount (Rs.)
1	Note Sheet	1 x 100 As per sample	5000 NOS		
2	Fly Leaf( OPHWC)	1 x 100 As per sample	2000 NOS		
3	Estimate Cover	As per sample-A3 size	5000 NOS		
4	Bank Receipt Voucher	1 x 100 As per sample	100 BOOKS		
5	Bank Payment Voucher	1 x 100 As per sample	100 BOOKS		
6	Journal Voucher	1 x 100 As per sample	100 BOOKS		
7	RC Book	1 x 100 As per sample	20 BOOKS		
8	Indent Book	Single card As per sample	100 BOOKS		
9	MT Note	1 x 100 As per sample	25 BOOKS		
10	Office Pad	No.20 As per sample	25 BOOKS		
11	Cash Receipt Voucher	1 x 100 As per sample	20 BOOKS		
12	Cash Payment Voucher	1 x 100 As per sample	20 BOOKS		
13	MONEY RECEIPT.	As per sample	20 BOOKS		
14.	Any other Printing Materials as and when required.	As per sample.			

**(Full signature of the tenderer/bidder)**  
**With Seal**



