

ODISHA JUDICIAL ACADEMY, CUTTACK

Tender Call Notice

No. 09
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Dt. 23/07/2020.

Sealed Quotations are here by invited from intending firms having valid GST registration number with latest GST filing report for supply of materials listed at Annexure A.

A) Terms and Conditions of the Tender:

1. The bidder shall have valid PAN card under Income Tax Act.
2. The bidder shall have having valid GST registration certificate and latest GST filing report.
3. The bidder shall have a firm registration certificate.
4. The rate quoted shall remain valid for one year i.e. for 365 days from the date of placing of 1st purchase order.
5. Rate quoted shall be inclusive of all taxes and charges if any and deliverable at O.J.A. This Academy will not pay any extra charge for transportation of the products to its campus.
6. The Quantity tendered is tentative and may change as per the requirement of the Academy.
7. The agency selected in the tender process shall have a rate contract to supply the items as in Annexure-A.
8. The quantity mentioned is approximate annual requirement of Odisha Judicial Academy and is subject to alterations as per requirement.
9. Odisha Judicial Academy will procure the materials as per its Monthly/Quarterly requirement and the payment will be made after receipt of Bills and verification of Quality & Quantity of materials supplied.
10. The firms shall mention the brand, submit the Sample and quote price per unit inclusive of all taxes if any.
11. Sealed quotations along with Copies of Valid GST Registration certificate and latest GST filing report with caption super scribed on it "Tender for supply of Office Stationeries" should reach the office of the undersigned by 11:00:A.M. on 13/08/2020. In addition to the sealed quotation, the intending bidder must submit samples of each items he/she wants to supply as per the Annexure-A of this Tender in sealed carton(s) with caption super scribed on it "Sample for supply of Office Stationeries". Name of the firm must be mentioned on the sealed carton(s) of samples.
12. The bids shall be opened on 14.08.2020 at 12:30 P.M. in presence of the bidders or their authorized representatives who wish to remain present.
13. The bidders shall remain present at the time of opening of the bids along with their respective samples of the products/items, the list of which is placed at Annexure -A for ready reference and appraisal of quality thereof.
14. The selection shall be on basis of quality of samples and price quoted for the same subject to verification of required documents as called for. Any deviation in quality of supplied item from the approved sample shall lead to penalty or termination of the rate contract or both.

(B) Documents to be submitted along with the Tender:

1. Self attested copy of PAN card of the firm/bidder issued under Income Tax Act.
2. Self attested copy of G.S.T Registration Number of the firm and latest GST filing report, if available.
3. Self attested copy of Valid Registration No. of the Agency/Firm.
4. Incomplete and late bids shall be rejected summarily.
5. The tender form is non-transferable.
6. Copy of this Tender being self –attested on each and every page shall be submitted along with all the above mentioned documents.

(C) Procedure of submission of Bids:

- 1) Bids in sealed envelope along with all the requisite documents as mentioned at Clause-B of this document and relevant samples in sealed carton(s) are to be submitted in physical form/ Speed Post/ Courier at the Office of Odisha Judicial Academy, Sector-1, C.D.A, Abhinab Bidanasi, Cuttack- 753014 by 11:00 Hours on 13.08.2020. Bids submitted through any other means /forms shall not be accepted. The envelope shall be super-scribed on the top "Tender for supply of Office Stationeries". The intending bidder shall drop his/her Tender complete in all respect in the specified Tender Box well within the time mentioned as above. In addition to the sealed quotation, the intending bidder must submit samples of each items he/she wants to supply as per the Annexure-A of this Tender in sealed carton(s) with caption super scribed on it "Sample for supply of Office Stationeries". Name of the firm must be mentioned on the sealed carton(s) of samples.
- 2) The Bids shall be rejected if information given therein is found to be false, incorrect or incomplete in any manner whatsoever at any stage prescribed in the tender. Should any ineligibility detected, then no correspondence thereof shall be entertained.
- 3) The Academy shall not be responsible for any delay in submission of bids and late bids shall summarily be rejected.

Memo No.....550(27)

Copy forwarded to

1. Notice Board
- ✓ 2. Website of the Academy.

Dt.....23/07/2020

sd/-

Asst. Director
Odisha Judicial Academy

sd/-
23.07.2020

Asst. Director
Odisha Judicial Academy

List of Materials

SI No	Item	Quantity
1	Pen (Cello Activa/ Cello Black Jack Gold,/Flair Writo meter,/Rotomac Milometer/pen of similar price	1000 Pieces
2	Rotomac Dyna Grip,/Classmate Crypto Zip/Cello Spectra / Cello Aeropoint/Cello x-presso/ Link Pentonic pen of similar price	500 Pieces
3	Cello PH Florence/Cello Platina/ Cello Nero/ Cello Signature Ethos/Parker beta pen of similar price	700 Pieces
4	Pilot Hi techpoint 05 RollerBall pen/ pen of similar price	300 pieces
5	Parker vector gold RB/ pen of similar price	500 pieces
6	80-100 pages Spiral pad of approximately 225 X 190 mm size with 60 to 70 GSM paper	1700 Pieces
7	80-100 pages Notepad of approximate size 18X22 CM with 60-70 GSM paper	300 Pieces
8	Wiro B5 single subject 160pg notebook/ notebook of similar price	500 pieces
9	Wiro B5 5 subject notebook/ notebook of similar price	300 pieces
10	Single Line180 pages Spiral Note book size 24 X 18CM 70GSM Paper	150 Pieces
11	80 pages unruled notepad of size 14.8cmx21cm	150 pieces
12	L folder of A4 Size(Double Pocket)	2200 Pieces
13	JK Copier Red A4 Size paper	300 Packets
14	JK Copier Red A3 Size paper	3 packets
15	JK Copier Red Legal Size paper	3 packets
16	Emami 5.8Kg 54 GSM(37cmx58.5cm)	10Rims
17	White Board marker	60 Pieces
18	Correction Pen	40 Pieces
19	Faber Castle Text liner GEL Highlighter (Single/Multi colour)	60 Pieces
20	Stapler pins No10 (1000 pins per packet)	60 packets
21	Stapler Pins 24/6(1000 pins per packet)	20 Packets
22	Stapler Pins 23/15-H(1000 pins per packet)	20 Packets
23	Button Folder(medium quality)	200 Pieces
24	Button Folder(higher quality)	500 pieces
25	White Envelope(8cmx10cm)	3000 Pieces
26	Brown Envelope(8cmx10cm)	1000 Pics
27	Tag thread (cotton)	100 Bundles
28	Room Freshener Spray (Godrej)	25 Bottles
29	Car freshener of Godrej or Ambipur	24 refills
30	9volt Battery	30 Pieces
31	AA Duracell Battery	500 Pieces
32	AA alkaline battery	250 pieces
33	AAA alkaline battery	100 pieces
34	File Board(White)	300 Pieces

35	Bodkin(Steel with wooden handle)	10 Pieces
36	Pencil(Camlin/Apsara/Faber Castle)	20 Packets
37	Eraser(Camlin/Apsara/Faber Castle)	2 Packets(pack of 20)
	Pencil Sharpener(Camlin/Apsara/Faber Castle)	20 pcs
38	Use and Throw Pen(Blue)[Goldex Klassy]	50 Packets (pack of 5)
39	Use and Throw Pen(Black) [Goldex Klassy]	20 Packets (pack of 5)
40	Use and Throw Pen(Red) [Goldex Klassy]	20 Packets (pack of 5)
41	Transparent Adhesive tape Small	10 Rolls
42	Transparent Adhesive tape Medium	
43	Transparent Adhesive Tape Big(2")	8 Rolls
44	Brown Adhesive Tape Big (2")	8 Rolls
45	Clip board (Acrylic/PVC)	30 pcs
46	Binder Clip(Small size)	5 Packets
47	Binder Clip(Medium size)	5 Packets
48	Binder Clip (Big size)	5 Packets
49	James Clip(Metal)	30 Packets (pack of 100)
50	Jute Ball	5 bundles (Bundle of 10 Jute balls)
51	Thread Ball	3 bundles
52	Stamp Pad ink(Shiny 28 ml)	5 bottles
53	Glossy photo paper A4 size	2 packets
54	White Board Duster(magnetic)	20
55	Stapler (No.10,Kangaro HD 10D/Kangaro Stapler (Trendy) Trendy 35)	20
56	SONY DVD (4.7 GB)	100
57	CD Mailer	100
58	Register (NO.30)	10
59	Register (NO.8)	70
60	OTC-4 cashbook	15
61	Sangam No. 6 Register	2
62	Account Book (Anupam GEN 041)	2
63	Steel Ruler (30 C.M)	6
64	Arch File(size-Medium)	50
65	Arch file(size-Large)	50
66	Scissors (Medium Size,Kea/Munix)	10
67	Calculator (12 Digit)(Casio/Orpat)	5
68	Alpin(T shape)	5 boxes
69	Board Pin(pack of 50 pins)	20 boxes
70	Calling Bell(battery operated)	5 no.s

71	Display file	10 no.s
72	Marker Flag	50 no.s
73	Finger Sponge	5 no.s
74	Fevigum Assorted Jar Pack 18ML (Pack of 25)	25 no.s
75	Paper Cutter	20 pcs
76	Mosquito repellent Refill cartridge (Goodknight/All Out)	200
77	Mosquito repellent machine with Cartridge (Goodknight/All Out)	150
78	Single Punch	3
79	Double Punch(Kangaro Paper Punch DP 700)	3
80	Paper weight(Plastic)	10
81	Paper weight(Glass)	10
82	OHP Marker	10
83	Oddy Sticker Paper	5 packets
84	Envelope legal size	300
85	Envelope A4 size	300
86	Envelope F/S size	300
87	Rubber Bands (500 gms, 1/2 inch)	3 packets
88	Paper clip(Medium Size)	5 packets(pack of 100 pcs)
89	Stamp Pad(Faber Castelle)	10 pcs
90	Multiple Pen holder	10 pcs
91	Sealing wax stick	30 pcs
92	Pillar Candle(2"x10")	10 pcs
93	Acrylic Name Plate Holders(Transparent) Size: 288x72mm (11.3-Inch Length by 2.8-Inch High)	30 pcs
94.	Glue Stick 8 gm(Fevistick)	100 Pieces
95.	leatherette zip folder/conference folder(premium quality)	300 pieces
96.	leatherette zip folder/conference folder(medium quality)	500 pieces
97.	Paper folder with fasteners	30 pieces
98.	Desk Organizer/Pen stand (Higher quality)	10 pieces
99.	Desk Organizer/Pen stand (Medium quality)	15 pieces
100.	Paper clip dispenser	30 pieces