

TENDER DOCUMENT
FOR
STATIONARY ITEMS & COMPUTER CONSUMABLES

TENDER NO.OR/CCA/Tender/15-1/2013

dated 16-07-2013

Cost of Tender Paper : Rs.150/- (Non-refundable)

Government of India
Department of Telecommunications
Office of the Controller of Communication Accounts
4th Floor, CPMG Building,
Bhubaneswar-751 001



GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & I.T.
DEPARTMENT OF TELECOMMUNICATIONS
O/o. the Controller of Communication Accounts
Odisha Telecom Circle, 4'th Floor, CPMG Building,
Bhubaneswar-751001 Government of India

.No.OR/CCA/Tender/15-1/2013

Dated 16-07-2013

TENDER NOTICE

Sealed Tenders in prescribed form are invited on behalf of Department of Telecommunications from bonafied manufacturers/authorized dealers/ reputed suppliers for supply of office stationeries and computer consumables.

Sl. No.	Name of the item	Estimated value	Last Date of issue of form	Last date of receipt of form	Date of opening tender	E.M.D.
1	Stationery items and Computer consumables	5 lakhs	7 th Aug. 2013 1500hrs	8 th Aug. 2013 1500hrs	6 th Aug. 2013 1530hrs	10000.00

Tender form can be obtained from Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar-1 on any working day from 16.07.2013 to 05.08.2013 between 11.00 AM to 3.00 PM on payment of Rs. 150/- (One hundred & Fifty only) in Account payee Bank Draft drawn in favour of Communication Accounts Officer o/o the CCA, Orissa Circle, Bhubaneswar, for the cost of each Tender paper.

The Tender Document may also be downloaded from the website www.ccaorissa.gov.in However, an Account Payee Bank Draft for Rs.150/- drawn **in favour of Communication Accounts Officer**, O/o Controller of Communication Accounts, Bhubaneswar should be submitted along with the tender document towards cost of Bid Document.

The CCA, Orissa Circle, Bhubaneswar reserves the right to reject any or all tenders without assigning any reason thereof.

Venue of opening of Tender :- In the Chamber of Comm. AO (ADMN), O/o CCA,Odisha Circle, Bhubaneswar. Tender should be submitted in **two covers; One** super scribing "**Technical Bid**" and **Second** super scribing "**Financial Bid**" and both the envelopes are in turn be put in another envelope and this envelope should be super scribed prominently as "**TENDER FOR STATIONARY ITEMS & COMPUTER CONSUMABLES**". All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.

Sd/-

Communication Accounts Officer (Admn.)

[Tel:2395603](tel:2395603) and Fax:2532499



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & I.T.
DEPARTMENT OF TELECOMMUNICATIONS
O/o. the Controller of Communication Accounts
Orissa Telecom Circle, 4th Floor, CPMG Building, Bhubaneswar-1**

No.OR/CCA/Tender/15-1/2013

Dated: 16 -07-2013

Sealed tenders are invited in prescribed form by the Controller of Communication Accounts (CCA), Orissa Circle, Bhubaneswar for and on behalf of the President of India from the reputed suppliers/wholesalers/ authorised dealers for supply of office stationeries and Computer consumables as mentioned in Annexure-A and Annexure-B to the O/o the CCA for one year. The approximate required stationeries to be supplied will be intimated in purchase order on monthly basis. The Tender form can be had from Communication Accounts Officer (C&A) of this office on payment of Rs 150/-(Rupees One hundred and fifty) only in the shape of Bank Draft drawn in favour of Communication Accounts officer, O/o the CCA, Orissa Circle, Bhubaneswar, on any working day between 11.00 A.M. to 3.00 P.M. up to 07.08.2013. The Tender Document may also be downloaded from the website www.ccaorissa.gov.in. However, an Account Payee Bank Draft for Rs.150/- drawn in favour of Communication Accounts Officer, O/o Controller of Communication Accounts, Bhubaneswar should be submitted along with the tender document towards cost of Bid Document

The tender should be addressed to Communication Accounts Officer (Admn.), O/o the CCA, Odisha Circle, 4th Floor, CPMG Building, Bhubaneswar-1 and the same will be accepted up to 1500 hrs of 08.08.2013. The technical bid will be opened at 1530 hrs on the same day in the presence of tenderer/its representatives. The tender should be super scribed as "TENDER FOR STATIONERY ITEMS & COMPUTER CONSUMABLES". The financial bid will be opened on any other day to be intimated after opening the technical bid in r/o those bidders whose technical bids are found in order.

The terms and conditions for the supply of office stationeries and computer consumables:-

1. The successful tenderer will be required to sign an agreement with the O/o CCA, Orissa Circle, Bhubaneswar for supply of articles at approved rates during the course of agreement period of one year.
2. The tenderers have to pay a sum of Rs 10000/- (Rupees ten thousand) only as Earnest Money in the shape of Bank Draft drawn in favour of Communication Accounts Officer, O/o the CCA, Orissa Circle, Bhubaneswar along with the tender papers. The tender without the earnest money will be rejected.
3. Tenderers will be required to submit Pan Card (Xerox) and Sales Tax clearance certificate and TIN Nos. along with the tender papers, failing which the tenderer will be declared ineligible.
4. The tenderers will quote the brand name, trade mark and rates inclusive of all taxes against each item of article while submitting the tender papers. The rate quoted will be valid during the agreement period i.e one year. Rate should be quoted both in figures and words. In case of any discrepancy, the rate quoted in words will prevail. Articles mentioned as good quality/ reputed firms without trade mark will not be accepted.
5. The successful tenderer will have to supply the sample of the approved articles for inspection and samples will be kept in office duly lock and key for future reference.
6. The CCA, Orissa or its representative will also inspect the stores/go-down/shop of the successful tenderer at any time if he likes so. The addresses of the stores/ go down/ shop may be supplied with tenders.
7. In case of any dispute during course of supply of articles the decision of CCA, Orissa Circle, Bhubaneswar will be final.
8. Payment will be made in this office against bills issued by the supplier. The bills should be submitted in duplicate duly pre-receipted along with Bank A/C Number. The bills should preferably be written serial wise as per purchase order.
9. The tenderers should have local registered shop within Municipal Limit of Bhubaneswar in order to save delay in urgent supply with telephone facility preferably.
10. In case, articles supplied by the tenderer is not up to the standard the payment will be held up and tender agreement will be cancelled. Further, the performance security deposit will be forfeited.

11. The successful tenderer/supplier will arrange to supply the articles in the office as per the orders placed before him at the risk of the supplier. The department will not take any risk for any loss or damage in transit. The dept. will not pay any transportation charges for carrying the articles to this office.
12. A Security Deposit of Rs.12,500/- (Rupees twelve thousand and five hundred only) will be submitted by the successful tenderer along with the agreement and if any defect in the supplied articles/goods is found during the time of use, the amount will be realized from the Security Deposit. The EMD will be adjusted towards the security deposit to the extent if desired by the tenderer and the balance security deposit has to be furnished separately.
13. The department will not be bound to purchase any articles from the successful tenderers if the prevailing market price is lower than the agreed rate.
14. The CCA, Orissa Circle, Bhubaneswar reserves all right to accept or reject any or all tenders without assigning any reason there of.
15. Bidder may quote the rate for articles in Annexure 'A' or Annexure 'B' or for both. Even if the quotation is for only one Annexure, the EMD, SD etc clause will be the same.
16. CCA, Orissa Circle reserves the right to award the Tender to more than one Tenderer.
17. The performance security deposit so submitted should remain valid for a period of 60 days beyond the date of completion of the agreement.
18. The CCA, Orissa reserves the right to procure goods / materials in full or in part of the tendered quantity or value.

Sd/-

Communication Accounts Officer (Admn)
Tel.2395603
Fax 2532499

DECLARATION

I, S/o / Daughter of Sri
..... here by declare that none of
my relative is/are employed in Deptt. of Telecom / O/o CCA, Orissa Circle.
In case at any stage, it is found that the information given by me is
false/incorrect, Deptt. of Telecom shall have the absolute right to take any
action as deemed fit without any prior intimation to me.

Signature of the Bidder

ANNEXURE-A

Sl.No	Name of Item	Make
1	Alpin Packet	Bell 100 gm
2	Attendance Register	No.2
3	Autoclip File	Eagle
4	Autoclip File	Pelican/Sweta
5	Bound Register No.4	CTC 13x8.5'
6	Bound Register No.6	CTC 13x8.5'
7	Bound Register No.8	CTC 13x8.5'
8	Bound Register No.10	CTC 13x8.5'
9	Bound Register No.12	CTC 13x8.5'
10	Bound Register No.16	CTC 13x8.5'
11	Bound Register No.20	CTC 13x8.5'
12	Bound Register No.24	CTC 13x8.5'
13	Battery Pencil	Nippo/Eveready/Alkaline
14	Brown Paper thick	Good Quality
15	Broom Flower	Flower
16	Brush for latrine	Bharat
17	Ball Thread	Good Quality
18	Brush for Gum	Camel
19	Bucket Plastic (Big size)	Bharat
20	Calulator (10 / 12 digit)	Orpat / Citizen
21	Carbon Paper (Type / Pencil)	Kores
22	Cello Tape 1/2"	Good Quality
23	Cello Tape 1"	Good Quality
24	Cello Tape 2"	Good Quality
25	Cup Saucer Set (6 pcs)	Bone china
26	Calling Bell (Manual / Electronic)	Good Quality
27	Clip Board (Plywood)	Carlton
28	Colin spray	
29	Candle 18 x 6	
30	Cello Tape machine	Kangaro
31	Clip Board File plastic	Jyoti
32	Duster Cloth (White)	Good Quality
33	Duster cloth (Yellow)	Good Quality
34	Dettol 100 ml	
35	Desk Calender Stand	
36	Dak pad	Good Quality
37	Desk Calender Refil	Good Quality
38	DoT Pen 2-in-1	
39	Dot Pen Cello	
40	Dot Pen Reynold	
41	Dot Pen Jotter	
42	Dot Pen Jetter	
43	DFS Rooled paper	

44	Eraser (Rubber)	Natraj
45	Envelope plain 12"x5" with logo & address	Good Quality
46	Envelope plain 11"x5" with logo & address	Good Quality
47	Envelope plain 10"x4" with logo & address	Good Quality
48	Envelope clothline 14"x10" with logo & address	Good Quality
49	Envelope clothline 16"x12" with logo & address	Good Quality
50	Envelope clothline 10"x12" with logo & address	Good Quality
51	Envelope clothline 12"x6" with logo & address	Good Quality
52	File Board	Hard board
53	File Cover (Hard paper) with printing	Good quality
54	Fax Roll	Modi(9/20)
55	File cover (Plastic)	Good quality
56	Folder Bag (Plastic)	Good quality
57	Gum Bottle (50 ml)	Dendrite
58	Gum Bottle (700 ml)	Dendrite
59	Gum Tube (50 ml)	Deytone
60	Gum (Gulestick / Febistick)	Good Quality
61	Gum (Fevikwik / Fevicol)	Good Quality
62	Glass Tumbler (Executive)	Yera
63	Glass mat and cover plain	Good Quality
64	Guard File	Lotus
65	Highlighter Pen	Luxur
66	James Clip	Bell
67	Jute Thread (sutli)	Good Quality
68	Key Purse (Small)	Good Quality
69	Key Purse (Medium)	Good quality
70	Knife (Paper cutter)	Good Quality
71	Lock Mobaj -11	Mobaj/Godrej
72	Lock Mobaj-21	Mobaj/Godrej
73	Lock (7 lever)	Godrej
74	Lock (5 lever)	Godrej
75	Liquid soap	Dettol
76	Marker Pen (White board marker)	Good Quality
77	Marker Pen (Permanent)	Good Quality
78	Note Sheet Pad with Heading	Good Quality
79	Note pad (small)	Good quality
80	Note pad (Big)	Good quality
81	Note Pad (Spiral)	Good quality

82	Napkin (Turkish)	Good quality
83	Napthalin	Good quality
84	Poker	Good quality
85	Pen container / Tumbler	Good quality
86	Pencil HB	Natraj
87	Paper Weight	Good quality
88	Pin Cushion	Good quality
89	Pen Stand	Good Quality
90	Punching machine	Good Quality
91	Plastic Tray	Good Quality
92	Pen (Holder for Stand)	Good Quality
93	Pen (Adgel)	Adgel
94	Pen (Add Brain)	Ad Brain 200
95	Refil (Dot) small size (Blue/black/red)	Linc
96	Refill (Dot) long size (Blue/black/red)	Cellogrip
97	Refil (Adgel)	Adgel
98	Refill (Ad Ballet)	Ad Ballet
99	Rubber Band	Good quality
100	Room Freshner	Rose/Lavander/Musk/Jasmine/Champa
101	Stamp pad (small)	Kores/Tiger
102	Stamp pad (medium)	Kores/Tiger
103	Stamp pad (big)	Kores/Tiger
104	Scale (Plastic) 24"	Kores/Kangaroo
105	Stapler machine (small)	Kores/Kangaroo
106	Stapler machine (medium)	Kores/Kangaroo
107	Stapler machine (big)	Kores/Kangaroo
108	Stapler Pin (small)	Kores/Kangaroo
109	Stapler Pin (big)	Kores/Kangaroo
110	Stamp pad Ink	Kores/Kangaroo
111	Spoon (Tea)	Steel
112	Scissors 21.5 cm	Gem
113	Sketch Pen	Camel
114	Sanitol (Phynyl)	Doctor
115	Spray for Car (Car Freshner)	Rose/Lavander/Musk/Jasmine/Champa
116	Tag (per 1000)	Good quality
117	Thread Ball	Good quality
118	Table Top Glass (6 mm)	Standard
119	Thermoflask(1 ltr)	Milton
120	Tea Tray(Plastic)	Bharat
121	Tiffin Plates	Bone china
122	Vim Powder(1/2 kg.)	Vim
123	Visiting Card Holder	Standard
124	Water Sponge	Omega
125	Waste Paper Basket	Bharat
126	White Fluid	Kores
127	Water Bottle	Good quality

128	Xerox Paper A-4 size	J.K. Brand
129	Xerox paper A-3 size	J.K. Brand
130	Xerox Paper Full-scape size	J.K. Brand
131	Jug 2.5 ltr	Milton
132	Mug Plastic	Bharat
133	Short Hand Note book	Kores
134	Shorthand Pencil	Standard
135	Match box	
136	Magnifying Glass(Medium)	Standard
137	Pencil cutter	Kores
138	Paper Napkin	Good quality
139	Sealing wax 400 gram	Good quality
140	Soap 150 gms	Lifebuoy/Lux
141	Glass Tumbler normal	Good quality
142	Odonil Air Freshner(medium)	Odonil
143	Colour Flag	Good quality

Computer / Fax consumables**ANNEXURE-B**

Sl.No.	Name of the items	Make / Brand
1	CD (Readable)	Sony/Samsung/Mosar baer
2	CD (Re-writable)	Sony/Samsung/Mosar baer
3	CD Mailer (Paper)	Good quality
4	CD Cover (Plastic)	Good quality
5	Computer Cover	Plastic/Cloth good quality
6	Pen Drive 4/8 GB	HP
7	Cartridge for HP 810C Printer(Black)	HP
8	Cartridge for HP 810C Printer(Colour)	HP
9	CD Container (50 capacity)	Good quality
10	CD Container (100 capacity)	Good quality
11	Cartridge for Samsung SF 331P Fax machine	
12	Cartridge for Samsung SF 341P Fax machine	
13	CD Lens Cleaner	
14	DVD Lens Cleaner	
15	Ribbon Cartridge for WIPRO HQ 1040+	
16	Samsung 4521F Cartridge	Samsung
17	HP 88A Cartridge	HP
18	Ribbon Cartridge for TVS MSP 355	
19	Cartridge for HP Laserjet 1022 Printer	
20	Optical Mouse-Cordless	HP/Microsoft/Logitech
21	Mouse Pad	Good quality
22	Key Board	HP/PCS/ any other brand
23	Cordless Key Board	HP/PCS/ any other brand
24	320A, 321A,322A,323A HP Cartridge	HP Printer