

**TENDER DOCUMENT**  
**FOR**  
**STATIONARY ITEMS & COMPUTER CONSUMABLES**

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**TENDER NO.OR/CCA/Purchase/15-1/2011-**  
**dated 11-03-2013**

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

Government of India  
Department of Telecommunications  
Office of the Controller of Communication Accounts  
4<sup>th</sup> 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/Purchase/15-1/2011**  
**03-2013**

**Dated 11 -**

**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	Estimat ed 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	25 Mar. 2013 1500hrs	26 Mar. 2013 1500hrs	26 Mar. 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 11.03.2013 to 25.03.2013 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](http://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.

Asstt. Controller of Communication Accounts (Admn)

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

Copy to:

- 1 M/s Bhanjaprava Super Bazar-I, Unit-III, Opposite Sriya Talkies, Bhubaneswar.
- 2 M/s Mishra Enterprises, Plot 58/49, Diviya Vihar Road-2, Samantarapur, Bhubaneswar-2
- 3 M/s Dash Book Store, CV 108 Market, Unit-I, Bhubaneswar
- 4 M/s Raj Enterprises, Unit-II Market Building, Bhubaneswar.
- 5 M/s Pen Hospital, Unit-III, Janpath, Station Square, Bhubaneswar.
- 6 M/s Zodiac Services, Plot-114, Saheed Nagar, Bhubaneswar.
7. Orissa Comnet, Plot No 456, Sahid Nagar, BBSR-751007
8. GMG IT MALL, Plot No.20, Janapath, Bapuji Nagar BBSR 9
9. Sagar Store, Capital Market, BBSR:751009
10. Gyana Bikash, Master Canteen, BBSR
11. Subhadra Trading, Jaydeva Vihar, BBSR
12. Subudhi Repographic, BBSR

Asstt. Controller of Communication Accounts (Admn)

[Tel:2395603](tel:2395603) and Fax:253499



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

**No.OR/CCA/Purchase/15-1/2011  
-03-2013**

**Dated 11**

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 25.03.2013. The Tender Document may also be downloaded from the website [www.ccaorissa.gov.in](http://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, 4<sup>th</sup> Floor, CPMG Building, Bhubaneswar-1 and the same will be accepted up to 1500 hrs of 26.03.2013. 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 upto 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.

Asstt. Controller of Communication Accounts (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-1**

<b>Sl.No</b>	<b>Name of Item</b>	<b>Make</b>
1	Alpin Packet	Bell 100 gm
2	Attendance Register	No.4
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	Chair Cushion	Carlton
33	Duster Cloth ( White )	Good Quality
34	Duster cloth ( Yellow)	Good Quality
35	Dettol 100 ml	
36	Desk Calender Stand	
37	Dak pad	Good Quality
38	Dinner Set	
39	Desk Calender Refil	Good Quality
40	DoT Pen 2-in-1	
41	Dot Pen Cello	
42	Dot Pen Reynold	

43	Dot Pen Jotter	
44	Dot Pen Jetter	
45	DFS Rooled paper	
46	Eraser ( Rubber)	Natraj
47	Envelope plain 12"x5" with logo & address	Good Quality
<b>ANNEXURE-1</b>		
<b>Sl.No.</b>	<b>Name of Item</b>	<b>Make</b>
48	Envelope plain 11"x5" with logo & address	Good Quality
49	Envelope plain 10"x4" with logo & address	Good Quality
50	Envelope clothline 14"x10" with logo & address	Good Quality
51	Envelope clothline 16"x12" with logo & address	Good Quality
52	Envelope clothline 10"x12" with logo & address	Good Quality
53	Envelope clothline 12"x6" with logo & address	Good Quality
54	Electric Tea Maker	
55	File Board	Hard board
56	File Cover ( Hard paper) with printing	Good quality
57	Fax Roll	Modi(9/20)
58	File cover ( Plastic)	Good quality
59	Folder Bag ( Plastic )	Good quality
60	Gum Bottle ( 50 ml)	Dendrite
61	Gum Bottle ( 700 ml)	Dendrite
62	Gum Tube ( 50 ml)	Deytone
63	Gum ( Gulestick / Febistick)	Good Quality
64	Gum ( Fevikwik / Fevicol )	Good Quality
65	Glass Tumbler (Executive)	Year
66	Glass mat and cover plain	Good Quality
67	Guard File	Lotus
68	Hot Case	Good Quality
69	Highlighter Pen	Luxur
70	James Clip	Bell
71	Jute Thread ( sutli)	Good Quality
72	Key Purse ( Small)	Good Quality
73	Key Purse ( Medium)	Good quality
74	Knife ( Paper cutter )	Good Quality
75	Lock Mobaj -11	Mobaj/Godrej
76	Lock Mobaj-21	Mobaj/Godrej
77	Lock ( 7 lever )	Godrej
78	Lock ( 5 lever )	Godrej

79	Letter Head	Good quality
80	Leather bag	Good Quality
81	Liquid soap	Dettol
82	Marker Pen ( White board marker)	Good Quality
83	Marker Pen ( Permanent )	Good Quality
84	Mirror for wall	Good Quality
85	Note Sheet Pad with Heading	Good Quality
86	Note pad ( small)	Good quality
87	Note pad ( Big)	Good quality
88	Note Pad ( Spiral )	Good quality
89	Napkin (Turkish)	Good quality
90	Napthalin	Good quality
91	Poker	Good quality
92	Pen container / Tumbler	Good quality
93	Pencil HB	Natraj
94	Paper Weight	Good quality
95	Pin Cushion	Good quality
96	Pen Stand	Good Quality
97	Punching machine	Good Quality
98	Plastic Tray	Good Quality
99	Pen ( Holder for Stand)	Good Quality
100	Pen ( Adgel)	Adgel
101	Pen ( Add Brain)	Ad Brain 200
102	Refil ( Dot) small size ( Blue/black/red)	Linc
103	Refill ( Dot) long size ( Blue/black/red)	Cellogrip
104	Refil ( Adgel)	Adgel
105	Refill ( Ad Ballet)	Ad Ballet
106	Rubber Band	Good quality
107	Room Freshner	Rose/Lavander/Musk/Jasmine/Champa
108	Stamp pad (small)	Kores/Tiger
109	Stamp pad ( medium )	Kores/Tiger
110	Stamp pad (big)	Kores/Tiger
111	Scale (Plastic) 24"	Kores/Kangaroo
112	Stapler machine ( small)	Kores/Kangaroo
113	Stapler machine (medium)	Kores/Kangaroo
114	Stapler machine (big)	Kores/Kangaroo
115	Stapler Pin (small)	Kores/Kangaroo
116	Stapler Pin ( big)	Kores/Kangaroo
117	Stamp pad Ink	Kores/Kangaroo
118	Spoon ( Tea )	Steel
119	Scissors 21.5 cm	Gem
120	Sketch Pen	Camel
121	Sanitol ( Phynyl)	Doctor
122	Spray for Car ( Car	Rose/Lavander/Musk/Jasmine/Champa

	Freshner)	
123	Tag (per 1000)	Good quality
124	Thread Ball	Good quality
125	Table Top Glass (6 mm)	Standard
126	Thermoflask(1 ltr)	Milton
127	Taparia Tool set	Taparia
128	Tea Tray( Plastic)	Bharat
129	Table cloth	White (good quality)
130	Tiffin Plates	Bone china
131	Vim Powder(1/2 kg.)	Vim
132	Visiting Card Holder	Standard
133	Water Sponge	Omega
134	Waste Paper Basket	Bharat
135	White Fluid	Kores
136	Water Bottle	Good quality
137	Window Screen	
138	Xerox Paper A-4 size	J.K. Brand
139	Xerox paper A-3 size	J.K. Brand
140	Xerox Paper Full-scape size	J.K. Brand
141	Jug 2.5 ltr	Milton
142	Mug Plastic	Bharat
143	Short Hand Note book	Kores
144	Shorthand Pencil	Standard
145	Match box	
146	Magnifying Glass( Medium)	Standard
147	Pencil cutter	Kores
148	Paper Napkin	Good quality
149	Sealing wax 400 gram	Good quality
150	Soap 150 gms	Lifebuoy/Lux
151	Glass Tumbler normal	Good quality
152	Odonil Air Freshner(medium)	Odonil
153	Colour Flag	Good quality

**Computer / Fax consumables****ANNEXURE-B**

<b>Sl.No.</b>	<b>Name of the items</b>	<b>Make / Brand</b>
1	Floppy 3.5"	Amkette/Sony/Phillips/Imation
2	CD ( Readable)	Sony/Samsung/Mosar baer
3	CD (Re-writable)	Sony/Samsung/Mosar baer
4	CD Mailer ( Paper )	Good quality
5	CD Cover (Plastic)	Good quality
6	Floppy Mailer ( Paper )	Good quality
7	Computer Cover	Plastic/Cloth good quality
8	Data Cartridge 4/8 GB	Sony/Imation
9	Cartridge for HP 3325 Printer(Black)	HP
10	Cartridge for HP 3325 Printer(Colour)	HP
11	Cartridge for HP 810C Printer(Black)	HP
12	Cartridge for HP 810C Printer(Colour)	HP
13	Cartridge for HP 450 Mobile Printer(Black)	HP
14	Cartridge for HP 450 Mobile Printer(colour)	HP
15	Cartridge for HP Laserjet 1300 AIO Printer(Black)	HP
16	Cartridge for HP 3030 AIO Printer(Black)	HP
17	Cartridge for HP 7408 AIO Printer(Black)	HP
18	Cartridge for HP 7408 AIO Printer( colour)	HP
19	LIPI Printer Ribbon T-6050	LIPI
20	Floppy 3.5" Container ( 50 capacity )	Good quality
21	Floppy 3.5" Container ( 100 capacity )	Good quality
22	CD Container (50 capacity)	Good quality
23	CD Container (100 capacity)	Good quality
24	Cartridge for Samsung SF 331P Fax machine	
25	Cartridge for Samsung SF 341P Fax machine	
26	CD Lens Cleaner	
27	DVD Lens Cleaner	
28	Ribbon Cartridge for WIPRO HQ 1040+	

29	Samsung 4521F Cartridge	Samsung
30	HP 88A Cartridge	HP
31	Ribbon Cartridge for TVS MSP 355	
32	Cartridge for HP Laserjet 1022 Printer	
33	Optical Mouse	HP/Microsoft/Logitech
34	Mouse Pad	Good quality
35	Key Board	HP/PCS/ any other brand
36	Cordless Key Board	HP/PCS/ any other brand
37	Cartridge for HP 1200D Inkjet Printer	HP
	10A (C4844A)	
	11C(C4836A)	
	11Y (C4838A)	
	11M (C4837A)	
39	HP Photosmart DJ5368 Printer	HP
40	HP P1007 Printer (88A Cartridge)	HP
41	4521 F cartridge	Samsung
42	320A, 321A,322A,323A HP Cartridge	HP Printer