

**DISTRICT RURAL DEVELOPMENT AGENCY: MAYURBHANJ, BARIPADA.**

**E-MAIL:- [ori-dmayurbhanj@nic.in](mailto:ori-dmayurbhanj@nic.in)  
Ph. No. 06792-260318, Fax- 260487**

No. 1547 / DRDA (Mbj.) Dt. 15.2.19

**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Suppliers / Dealers / Firms / Agencies for **supply of Office stationeries** as required for DRDA office, Mayurbhanj for the **Year 2018-19 & 2019-20**. The list of Office Stationeries is enclosed herewith in Annexure-I. The complete quotations should reach **by registered post / speed post** only to the office of the Project Director, DRDA, Mayurbhanj **by 1.00 PM of 25.02.2019**. Quotations received after the due date and time will not be considered under any circumstances. Quotation will be opened in presence of bidders or their representatives in DRDA Conference Hall, Mayurbhanj **on dt. 25.02.2019 at 4.00 PM**.

The details of Quotation will be viewed & downloaded from district website : **[www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in)**.

The following Terms & Conditions have been applied to the Quotation call Notice.

**1. Bid Price**

- The Transportation charges to be included in the Bid Price
- All duties, taxes and other Levies payable by the dealer under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

**2. Eligibility Criteria of the Bidder**

The Bidder shall furnish the following documents to establish the bidder's eligibility.

- Self Attested photocopies of PAN card
- GST registration certificate.

**3. Validity of Quotation**

Quotation shall remain valid for a period of not less than 60 days after the last date as specified in the quotation document.

- Quotation received in late and incomplete will not be considered. The bidder should sign and stamp each page of the quotation document.
- EMD of Rs. 5,000.00 to be deposited along with the quotation in shape of BC/ BD of any nationalised bank in favour of Project Director, DRDA, Mayurbhanj payable at Baripada, Mayurbhanj and same will be refunded to the unsuccessful bidder.
- The 1<sup>st</sup> lowest bidder cannot claim to supply the articles. The article will be purchased as per the requirement of DRDA, Mayurbhanj from time to time.

The DRDA, Mayurbhanj will not bound to accept the lowest quotation. The decision of the District Purchase Committee shall be final in this regard.

Quotation to be send to the following address:

**Project Director, DRDA, Mayurbhanj  
At- Murgabadi,  
Po- Bhanjpur,  
Dist- Mayurbhanj,  
Pin - 757002 (Odisha)**

  
**Project Director,  
DRDA, Mayurbhanj**

Memo No. 1548 // Dated 15.2.19 //

Copy to Notice Board of DRDA, Mayurbhanj for information and wide publication.

Copy to Notice Board of Collector & District Magistrate, Mayurbhanj/  
all Sub-Collectors/ all PA, ITDAs/ E.O, Baripada Municipality/ DPC, DPEP, Mayurbhanj/  
all BDOs/ all Tahasildars for information and wide publication. They are requested that the  
quotation notice may be displayed in their respective notice board.

*(Signature)*  
Project Director,  
DRDA, Mayurbhanj

Memo No. 1549 // Dated 15.2.19 //

Copy to DIO, NIC, Mayurbhanj / DIPRO, Mayurbhanj, Baripada for wide  
publication.

*(Signature)*  
Project Director,  
DRDA, Mayurbhanj

## List of Stationery items

Sl. No.	Items	Brand Name	
1	2	3	4
1	High Lighter		
2	Flag ( Stick & Removal )		
3	Pencil battery i) AA -	Eveready/ Nippo	
4	ii) AAA	Eveready/ Nippo	
5	Envelop (size - 4" x 9" )		
6	Envelop (size - 5" x 11" )		
7	Envelop (Cloth pasting size - 12" x 16" )		
8	Phynile i) Black (500ml)		
9	ii) White (500ml)		
10	Stapler Machine (Small)	Kangaroo	
11	Stapler Machine (Big)	Kangaroo	
12	Stapler Pin : A) No.10	Kangaroo	
13	B) 24/6	Kangaroo	
14	C) 23/10	Kangaroo	
15	Tag Cotton		
16	Binding Register i) No. 03	Oxford	
17	ii) No. 05	Oxford	
18	iii) No. 08	Oxford	
19	iv) No. 10	Oxford	
20	v) No. 16	Oxford	
21	Correction Pen ( Whitener)		
22	Punch Machine ( Single, size- 10 no.)	Kangaroo	
23	Xerox Paper ( A4, 70 GSM/ 72 GSM )	JK Copier	
24	Salu Cloth		
25	Steno Note Book (50 pgs/ 100pg)		
26	Note Pad (50 pgs/ 100 pg)		
27	Writing Pad ( spiral, 50 pgs.)		
28	Pen Stand		
29	Cash Book (No. 2/ 6/ 10)	Oxford	

30	Battery ( For Cordless Microphone ) 6F22M , 9 volts		
31	Battery (for Remot of Calling Bel) ALKALINE- 23A, 12 volts		
32	Guard File (200 pgs.)		
33	Paper Weight (Fibre/Glass)		
34	Room Freshner		
35	Harpic (500ml)		
36	Alpin ( 100 gm)pkt		
37	Bodkin ( Fuduni)		
38	Bob Cello Tape ( Brawn wrapper- 2" width)		
39	Pen ( Use & Thraw )		
40	Pen ( Standard)		
41	Pencil		
42	Rubber		
43	Pencil Cutter		
44	Scale (Big)		
45	Cover Folder		
46	Cover File/ Dak File (Cloth pasting)		
47	Calling Bell (Cordless)		
48	Calculator (10,12 digits)	Casio/ Flair	
49	Gum Tube (50 ml./ 100 ml)	fevicol	
50	Distil Water ( for Inverter battery) 1 Ltr.		
51	Flat File		
52	Bleaching Powder (500gm)		
53	Knife (Plastik handle)		
54	Mosquito Repellent Machine	Goodknight/ Allout	
55	Liquid (for Mosquito Repellent Machine)	Goodknight/ Allout	
56	Odonil- 75 gm		
57	Plastik bucket - 14" size		
58	Stamp Pad (Red)	Camlin	
59	Stamp Pad (Blue)	Camlin	
60	Stamp Ink (Red) 100 ml.	Camlin	
61	Stamp Ink (Blue) 100 ml.	Camlin	
62	Scissors		

63	Waste Paper Basket (Dustbin)		
64	Sketch Pen		
65	Marker Pen (Permanent)		
66	Hand Wash (200 ml)	Dettol/ Lifeboy	
67	Water Bottle - 1 lt.		
68	Sutuli		
69	Lock & key (Medium size)	Mobaj	
70	LED Bulb (9 watt)	Phillips	
71	LED Tube light (40 watt)	Phillips	
72	Fly Leaf (with Printing, cloth pasting in the middle of fold)		
73	1st Page Note Sheet (100 sheet book)		
74	2nd Page Note Sheet (100 sheet book)		
75	Issue Register (300 pg)		
76	Diary Register (300 pg)		
77	Peon Book (200 pg)		
78	Peon Book (100 pg)		
79	Despatch Register ( 200 pg)		
80	Receipt Voucher Pad (100 sheet book)		
81	Payment Voucher Pad (100 sheet book)		
82	Log Book (100 pg)		
83	Index Register (50 pg)		
84	Index Register (200 pg)		
85	Attendance Register (50 pg)		
86	Towel (White colour for office chair)		

Annexure-II

**EVALUATION FORM**

1	Name of the Supplier's/ Dealers / Firms / Agencies	
2	Full Address of the Supplier's/ Dealers / Firms / Agencies Telephone/ Mobile No. Email ID	
3	GST Registration No. (Copy to be attached)	
4	PAN No. (with copy of certificate to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder

Date

Seal

**DECLARATION BY THE BIDDER**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid personally/under proper lawful power of attorney. It is also certified that all the terms and conditions of the quotation documents are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Signature of the Bidder

Date

Name

Address

Mobile No.

Annexure-III

**FORMAT OF PRICE BID**

Sl. No.	Description of Goods	Brand / Specification	Unit (Nos. / Set / Piece / Page/ Packet)	Quoted price including transportation & all taxes
01.				
02.				

Name of the Firm/ Agencies :  
Address:  
Date:  
Place:

Signature of the Bidder