



**Government of Odisha
Home Department**

SEALED TENDER NOTICE

No. 2527 /Bhubaneswar, dated, the 20.01.17
HOME-OE2-COMTTE-0001-2016

Tenders in plain paper in sealed covers are invited by the undersigned from the intending firms/suppliers/Authorized Dealers located in Bhubaneswar and registered under Value Added Tax (VAT) Act and having valid Registration No., TIN/SRIN and VAT clearance certificate for supply of the different articles for use in Home Department. The last date of submission of Tender along with the required documents/EMD etc. is 28.02.2017(up to 3.00 P.M).

LIST OF ITEMS

(A) Computer Consumables

Sl.No.	Name of the Items	Make/Model	Quantity required
1	2	3	4
1.	Toner Cartridge for Photo Copier RICOH Aficio MP-4000	RICOH	03 nos.
2.	Toner Cartridge for RICOH SP 3510SF	RICOH	02 nos.
3.	Toner Cartridge for Photo Copier RICOH Aficio MP-2550	RICOH	06 nos.
4.	Toner Cartridge for Photo Copier RICOH Aficio MP-2000 L2	RICOH	03 nos.
5.	Toner Cartridge for Photo Copier RICOH Aficio MP-1800 L2	RICOH	03 nos.
6.	Toner Cartridge for Photo Copier RICOH Aficio MP-2001 L	RICOH	03 nos.
7.	Toner Cartridge for Photo Copier Konika Minolta bizhub-554e		03 nos.
8.	Toner Cartridge for Photo Copier RICOH Aficio MP-1600 Le		03 nos.
9.	Camera 12.0 MP or Higher	IBall	03 nos.
10.	Signature Pad with Pen	IBall	03 nos.
11.	Key board USB Interface	Logitech/HP/IBall	10 nos.
12.	Mouse USB Interface	Logitech/HP/IBall	10 nos.
13.	Pen Drive (USB 3.0) 8GB	HP/Transcend	10 nos.
	Pen Drive (USB 3.0) 16GB	HP/Transcend	10 nos.
14.	CDR (100 Pcs Pack)	Moserbaer	100 pcs
15.	CDR/W (10 Pcs Pack)	Moserbaer	50 pcs
16.	DVDR (100 Pcs Pack)	Moserbaer	100 pcs
17.	DVDR/W (10 Pcs Pack)	Moserbaer	50 pcs
18.	UPS Battery 12Volt.7.5Ah	Exide	10 nos.
19.	Toner Cartridge HP-88A(Dual Pack)	HP	02 nos.
20.	Toner Cartridge HP-12A(Dual Pack)	HP	06 nos.
21.	Toner Cartridge HP-36A (Dual Pack)	HP	06 nos.
22.	Toner Cartridge HP-80A	HP	02 nos.
23.	Toner Cartridge HP-81A	HP	02 nos.
24.	Toner Cartridge HP-55A	HP	03 nos.
25.	Toner Cartridge HP-78A	HP	04 nos.
26.	Toner Cartridge for HP CLJ P 5225 Printer (Black)	HP	02 nos.
27.	Toner Cartridge for HP CLJ P 5225 Printer (Cyan/Magenta/Yellow)	HP	01 each
28.	Toner Cartridge for HP CLJ -M551 Printer (Black)	HP	02 nos.
29.	Toner Cartridge for HP CLJ -M551 Printer (Cyan/Magenta/Yellow)	HP	01 each

30.	Toner Cartridge for HP CLJ -2025 Printer (Black)	HP	01 no.
31.	Toner Cartridge for RICOH SP 310DN Printer	RICOH	03 nos.
32.	Toner Cartridge for Samsung SF 4521 Printer	Samsung	04 nos.
33.	Toner Cartridge for Samsung M-2876FD Printer	Samsung	02 nos.
34.	Ribbon Cartridge for WEP P-7005 Line Printer	Printronix	03 nos.
35.	Extension cord(five meter length)	Cona	10 nos.
36.	Quick heal antivirus software(single user/three user)	Quick heal	02 each
37.	Duster cloth for cleaning computers		50 pcs
38.	External hard disk drive(1TB)	Seagate	01 nos.
39.	LAN patch cord (3mtr/5mtr/10mtr)	Dlink	10 each
40.	Mouse pad		20 nos.
41.	Odia software	Shreelipi/leap office	05 nos.

(B) Contingent Item:

Sl. No.	Name of the article	Brand/size	Quantity required
1.	Agarbati	Bharatdarsan	01
2.	Tubelight (40 wt)	Philips Bajaj	10 10
3.	Choke (40 wt)	Philips Bajaj	10 10
4.	Starter	Philips Bajaj	10 10
5.	Battery (Big)	Eveready	06
6.	Pencil Battery (Wall Clock Battery)	Eveready.(Red Color)	20
7.	Bucket (Plastic)-12 Ltr/15 Ltr	Cello Ankur	01 01
8.	Tubelight Fittings	Philips Bajaj	02 02
9.	Chair Cushion	Kurlon	06
10.	Cup & Soucer	Bone Chaina (Oaxis)	02 sets
11.	Calling Bell	Cona (Remote) (Plain)	02 02
12.	Cello tape	Medium	10
13.	Cotton thread	Good quality	10 Rolls
14.	Correcting Fluid	Kores Camel	10 10
15.	Calculator with checking facility	12 Digit Orpat	10
16.	Coloured Flag slip	Oddy	50
17.	Pen	Achiver Trimax	50 50
18.	Dot Pen both side	Linck	10
19.	Duster Cloth	Good quality	100

20.	Dak bag	Good Quality	01
21.	Dak Pad (Ordinary)	Superior times	20
22.	Dinner Plate/Dinner Set	Bone China oaxis	02
23.	Door Mat	Duratuff	04
24.	Desk Calender stand	Omega	02
25.	Dustbin (Plastic)	Cello	20
26.	Electric Bulb (100 wt)	Philips	02
27.	Electric Flexible wire	Finolex	50 mtrs
28.	Engagement stand	Omega Kabika	02 02
29.	Eraser (Plane)	apsara	10
30.	Envelope (11" x 5")	Per 50	100
31.	Envelope (9" x 4")	Per 50	100
32.	Envelope (6"x4") &(A-4 size)	Per 50	100
33.	File Cover	Per 50	10
34.	Glass Tumbler	Era Superior	20
35.	Gum bottle (150 gm),(750 ml)	Camlin /kores	20
36.	Fevistic Gum(Fevi Stick super premium)	15gm	10
37.	High lighter pen	Cello Luxur	20 20
38.	Jems Clip (Plastic coated)	Bell /oddy	10
39.	Jute Thread(Per Bondle)	Good quality	20
40.	Key purse	Good quality	02
41.	Godrej 7 lever	Navatal(Brass)	02
42.	Godrej 6 lever	Navatal (Brass)	02
43.	Mobaj Lock	41 size	02
44.	Hand Wash Liquid	Dettol	10
45.	Letter pad (Plastic),	Various size	20
46.	Mug Plastic (Med)	Ankur	02
47.	Match Box	Home light	02
48.	Measuring Tape	Good quality	02
49.	Marker Sketch Pen	Kores Luxur	10 10
50.	Fluid Pen	Faber castell	20

51.	Napkin	Raja	10
52.	Note Book ordinary, spiral	Navneet	10
53.	Odonil (Big)/	Good quality	02
54.	Pen stand 4 holder	Shraman Kabica	04
55.	Pen stand 2 holder	Shraman Kabica	02 02
56	Holder Pen (Jotter)	Link	02
57.	Paper weight round/ flat	Good quality	10
58.	Plastic folder L	Balhar	200
59.	Pencil	Apsara	02 pkt
60.	Pencil Cutter	Apsara	05
61.	Paper clip	Oddy	02
62.	Punching machine single/double	Kangaroo	50
63.	Plastic tub	Cello	02
64.	Rolling Register Per No.	Sweta	10
65.	Room Freshener	Rian(200 ml) Ambipure(300 ml)	10 10
66.	Riffle Plain (Link)	Big Small	60 60
67.	Good Knight oil with Machine	Per set	03
68.	Riffle Jotter	Add. Jel	06
69.	Lizol (500ML)	Per piece	02
70.	Stamp Pad (Big)	Kores	10
71.	Stamp Pad (Small)	Kores	10
72.	Scissors (Big)	Butter fly	05
73.	Stapler (Big HP-45)	Kangaroo	10
74.	Stapler (Small No.10)	Kangaroo	30
75.	Stapler (Heavy duty)	Kangaroo	02
76.	Stapler Pin (23/17)	Kangaroo	10
77.	Stapler Pin (10)	Kangaroo	200
78.	Harpic (500ml)		01
79.	Soap	Detol	05
80.	Soap Case	Cello	02
81	Cotton Cloth (Red)	Good quality per mtr.	20 mtrs

82.	Screen Cloth	Good Quality per mtr.	20 mtrs
83.	Spoon Small/Big	Good quality	12
84.	Sketch Pen	Luxur	20
85.	Scale Plastic	Executive Nataraj	10 10
86.	Socket	Anchor Cona	05 05
87.	Screen sping	Good quality	10
89.	Sugar Pot	Cello	01
90.	Thermo Flask (1 Ltr)	Melton	06
91.	Torch 2 cell, 3 cell	Eveready	01 each
92.	Table lamp	BPL/ Philips	02 each
93.	Telephone lock	Good quality	01
94.	Telephone mat	Good quality	10
95.	Packing cloth	Good quality (Per mt.)	10
96.	Tea Tray (Steel)	Big	02
97.	Thick Paper (demoi)(A4 size 65Gsm)	Per Rim(good quality)	01
98.	Tracing paper	Nova per pkt.	01
99.	Green Paper	JK per pkt.	02
100.	Red Double Deomoi (Drawing Sheet)	Per shift	01
101.	Telephone Set Caller ID (1+1)	Per Set	02
102.	Umbrella	K.C. Paul (Major)	02
103.	Vim Powder	1 Kg.	01
104.	Waste Paper Basket- Cello/Ankurn	15 Ltr 12 Ltr	20 20
105.	Writing Pad	Good quality	50
106.	Wall clock	Orpat	05
107.	Remote Battery	Eveready (Red)	20
108.	Emergency light	BPL	02
109.	CFL light 11wt.	Philips Bajaj	20 20
110.	5 Pin Plug	Anchor	02
111.	Pin Cushion	Omega	10
112.	Round Pen Stand	Omega	10
113.	Table Glass Pad	6mm	02

		QTY	QTY
114.	Hand calling bell	Sharp	02
115.	Knife	Good quality	10
116	Phul Jhadu	Good quality	10
117.	Pen Stand Paper Roll	Good quality	02
118.	Stick Folder	Good quality	10
119.	Xerox Paper (J.K. Copier 75Gsm)	A/4 A/3 F/S	500 pkt 200 pkt 05 pkt
120.	Telephone receiver (Beetel)	Analoge (Plain) Plan(1+1)	02 02
121.	Cordless Telephone Set (Beetel)	Per Set	01
122	Lizal	500 ml	01
	Cup Saucer(Thick Golden Border)	Per Set (Good Quality)	06 sets
	Stapler Heavy Duty(Stapling 100 To 200 Pages)	Per No	01
	Stapler Pin 23/24, 23/20, 23/15	Per pkt.	05
	Straw Board 2'X2'	Per 100 Nos	01 pkt
123.	Marvel Paper	Per 100 Nos	01 pkt
124	Phenyl- Nimyle (Cetro)	1 Ltr	01
125	Good Knight(Mosquito Advance Liquid)	Per Unit	05
126	White ant Medicine	1 Ltr.	01
127	Tube Light(T-5) 28 watt	Philips Bajaj	10 10
128	C.F.L. Bulbs(18w/23w/25w/32w)	Philips Orpat Bajaj	10 10 10
129	Extension cord	Cona 5mtr Cona 10mtr	10 10
130	Torch Eveready	2 cell, 3 cell	01 01
131	Colin	500ml	01
132	Tag Cotton per Bundle	(50 Nos)	50
133	T5 Tube Light Philips(Essential)	(14 W)	20
134	T5 Tube Light(Essential) Philips	(28 W)	10
135	Alpine	(50 gm)	50 pkt
136	Stamp Ink	25 ml 50 ml	10 10
137	Steno Book	Per Unit	50
138	Steno Pencil	Per Packet	50

139	Budkin	Per Unit	20
140	Wax	100 gm	10
141	White paper(Double Demies) (JK Copier 70GSM)	Per Rim	05
142	Tea maker Electrical cattle (BAJAJ)	1.2 Ltr 500 ml	01 01

DETAILS TERMS AND CONDITIONS OF THE TENDER CALL NOTICE

1. Sealed Tenders shall be submitted in the prescribed format by the intending firms/suppliers/Authorized Dealers in proper format located at Bhubaneswar. The items are meant for use in Home Department. The Tender shall be submitted in the prescribed format appended herewith. The tender papers are available at reception counter of Government of Odisha Secretariat , Bhubaneswar, which may be collected on payment of Rs.105/- (rupees One hundred five) only including VAT with effect from 02.02.2017 to 28.02.2017 during 11.30A.M to 1.30 P.M. on every working day except Sunday and Public Holiday. The same can be also downloaded from the website of home Department (www.homeodisha.gov.in) as well as from the Government of Odisha website (www.odisha.gov.in) and need to be deposited along with a bank draft of Rs.105/- (Rupees one hundred five) only drawn in favour of D.D.O., Home Department and payable at the UCO Bank, Government of Odisha Secretariat Branch, Bhubaneswar.
2. The Tenderer shall mention the VAT/TIN/SRIN Number in their Tender and furnish the copies of up-to-date VAT Certificate in form VAT-612.
3. The Tenderer shall deposit earnest money @ 3% of the tender amount of the concerned articles(s) in shape of Account Payee Bank Draft/Pay Order Payable to the D.D.O Home Department which will be refunded to the unsuccessful Tenderer/whose tenders are not accepted.
4. The Tender (along with samples of the items wherever practicable) should reach the undersigned by 28.02.2017 up to 3.00 P.M. at the latest and they shall be opened on the same day at 4.00 P.M. in presence of the Tenderers or their authorized representatives (one representative for each tenderer). The rates of different item may be furnished separately.

If, the firm/supplier becomes unwilling to honor after it is selected in the due process, its EMD shall be forfeited.

5. There shall be no over writing on the Tender paper submitted.

6. Format for offer:

SI No	Item	Make/Model	Specification	Unit/pack	Unit price	Tax amount as admissible per unit item	Total price per unit	remarks
1	2	3	4	5	6	7	8	9

7. The rates quoted shall be inclusive of all Taxes, transportation and delivery charges. The rates quoted shall be valid for the period of one year counted from the date of issue of supply order.
8. The bid submitted once cannot be withdrawn.
9. The Authorities in Home Department reserve the right to reject all or any tenders without assigning any reason thereof. The tenders received incomplete or after the scheduled date and time shall be rejected.
10. The Authorities are not bound to accept the lowest financial bid and reserve the right to negotiate the rates and other terms and conditions with the lowest bidder.
11. On delivery, the supplies or products shall be inspected to verify the quantity/specification/quality for which the order was placed. If, it turns out to be otherwise, the acceptance of delivery shall be refused at the risk and responsibility of the supplier.
12. All the transit risks shall be the responsibility of the supplier. Price quoted shall be F.O.R. delivery in Home Department premises.
13. Failure to supply the order in full within the stipulated period may lead to forfeiture of E.M.D and black listing of the suppliers.
14. The supplier shall give a "Performance warranty" for a minimum period of one year or as per the company warranty period whichever is more.
15. No advance payment shall be made to the successful bidders.
16. All the disputes shall be subject to the jurisdiction of Civil court situated at Cuttack/Bhubaneswar.

[Handwritten Signature]
20.01.17

Under Secretary to Government

Memo No. 2528 / Bhubaneswar, dated, the 20.01.17
Copy forwarded B&P Section/FS-I,II Section/Central Diary & Dak Distribution Section/Accounts Section of Home Department for information and necessary action.

[Handwritten Signature]
20.01.17

Under Secretary to Government

Memo No. 2529 / Bhubaneswar, dated, the 20.01.17
Copy forwarded to the Head State Portal group, I.T. Center, Odisha Secretariat, Bhubaneswar/ N.I.C, Coordinator, Home Department for bringing out the Tender call notice in the Website for wide circulation.

[Handwritten Signature]
20.01.17

Under Secretary to Government.

Memo No. 2530 / Bhubaneswar, dated, the 20.01.17
Copy forwarded to the Chief Receptionist, Home Department for information and necessary action.

It is requested that Sri Basistha Mallick, Diarist, Home Department may be allowed to sit in Reception Counter w.e.f. 02.02.2017 till 28.02.2017 so as to facilitate sale of tender papers from 11.30 A.M to 1.30 P.M. every day except Sundays and Government Holidays. Further, the Tenderers may be allowed to submit their bids in Home Department till 28.02.2017 up to 3.00 P.M. and accordingly necessary entry/exit pass may be issued.

[Signature]
20.1.17

Under Secretary to Government

Memo No. 2531 / Bhubaneswar, dated, the 20.01.17
Copy to the Notice Board/O.E-II Section, Home Department with 20 spare copies/Guard file/ All Departments of Government with a request to kindly display the tender call notice in their Notice Board.

[Signature]
20.1.17

Under Secretary to Government.

Memo No. 2532 / Bhubaneswar, dated, the 20.01.17
Copy forwarded to Sri Basistha Mallick, Diarist, Home Department for information and necessary action. He is directed to receive 20 nos. of copies of tender call notice from OE-II Section and sit in the Reception counter w.e.f. 02.02.2017 till 28.02.2017 from 11.30 A.M. to 1.30 P.M. every day except Sundays and Govt. holidays for sale of the Tender forms/papers.

[Signature]
20.1.17

Under Secretary to Government

(5)

NIL

SI NO	Item	Make/ Model	Specification	Unit/ pack	Unit price	Tax amount as admissible per unit item	Total price Per unit	Remarks
1	2	3	4	5	6	7	8	9