

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.,  
D-2, SAHIDNAGAR, BHUBANESWAR-751007**

**TENDER DOCUMENT  
For  
Office Stationery**

**2020-21**



**Date: 30.06.2020**

**Cost:Rs.560.00  
( inclusive GST )**



**TENDER DOCUMENT  
FOR  
OFFICE STATIONERY**

**Ref. No.192(A):HRD:P&S:2018-19(Vol-X)**

**Date: 30.06.2020**

**Cost of Tender Document - Rs . 560 . 00 (inclusive GST)**

Sale of Tender Documents

Upto 2 P.M Date **14.07.2020** and

Last date submission of filled in Tender

Documents up to 3 P.M on **14.07.2020**

Address for submission of document &  
opening of Tender at 4.00 P.M on 14.07.2020

At: OMFED CORPORATE OFFICE,  
D-2, SAHID NAGAR, BHUBANESWAR

Name /Address of the Tenderer:

E-mail:

Tel.No.

**Kind Attention for taking Assistance if any, Dy. General Manager(HR)**

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD**

**D-2, SAHID NAGAR, BHUBANESWAR**

**PHONE: 0674 – 2544576/ 2546785**

***E-Mail: omfed @ yahoo.com***

***hrd@omfed.com***

**Website: www.omfed.com**

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: 1 :

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.  
D-2, SAHIDNAGAR, BHUBANESWAR-751 007**

**Ref. No.192(A):HRD:P&S:2018-19(Vol-X)**

**Date: 30.06.2020**

**TENDER NOTICE FOR OFFICE STATIONERY**

Sealed tenders are invited from the Agencies/Bidders for supply of Office Stationery .Tender documents can be purchased from the Federation Office between 10 A.M. to 2 P.M from 30.06.2020 on payment of Rs.560/- by cash. The tender documents can also be downloaded from our website [www.omfed.com](http://www.omfed.com) which shall be submitted along with Rs.560/- towards the cost of tender and EMD for Rs.2000/- in shape of DD in favour of OMFED, payable at Bhubaneswar shall be received upto 3 P.M dtd.14.07.2020 which shall be opened on the same day at 4 P.M at the above address, in presence of interested bidders. Bid without EMD shall not be considered.

OMFED reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason.

Dy.General Manager(HR)

**I. INSTRUCTIONS TO THE BIDDERS**

- 1.0 General Information/  
Name of the Work : Supply of Office Stationery
- 1.1 For Delivery : OMFED Corporate Office,  
D-2, Sahidnagar, Bhubaneswar-751 007.
- 1.2 Period of supply : Within 02 (Two) months from the date of receipt  
of Purchase Order.

**II. Documents to be furnished along with tender papers :**

**MODE OF PREPARATION & SUBMISSION OF BID:**

The offer/bid should be prepared in detail information of agency along with commercial bids terms and conditions.

**I.**

- a. Proof of submission of EMD
- b. GST/PAN Registration Certificates
- c. Agencies/Bidders not submitted full information/documents shall be rejected.

**(Full signature of the tenderer/bidder)  
with Seal**

Ref. No.192(A):HRD:P&S:2018-19(Vol-X)

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- a) The bidder is advised to see the sample quality of Stationery items, at OMFED Corporate office, D-2, Sahidnagar, Bhubaneswar at his own during office hour from **11.00 to 4.00 P.M.**
- b) The quoted rate shall include cost of material, labours, transport, GST , royalties etc. if any(Annexure).
- c) The Tender document should be sealed and superscribed "**TENDER FOR OFFICE STATIONERY**" along with **Advertisement Notice** in bold letters on the top of the envelop and same should be addressed to "**Dy.General Manager(HR),OMFED, D-2,Sahidnagar, Bhubaneswar-751007.**"
- d) Submission of a tender by a Tenderer implies that he has read this notice and all other terms & conditions of Tender documents and has made himself aware of the scope and specifications for submission of tender/execution of the supply of Stationery items.
- e) The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared as holiday for OMFED, then the bids will be received up to the given time on the next working day.
- f) The offer may be sent by registered post/speed post/courier service/by hand so as to reach before/on the last date & time of receipt.
- g) Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
- h) For any clarification in this matter, Bidder may contact to Dy.General Manager(HR),OMFED, D-2,Sahidnagar, Bhubaneswar during office hours.
- i) The Financial Bid will be opened on **14.07.2020** in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.

**(Full signature of the tenderer/bidder)  
with Seal**

**GENERAL TERMS & CONDITIONS:**

**1) EARNEST MONEY/SECURITY DEPOSIT:**

The bidder shall submit Rs.2,000/- towards EMD(Refundable) deposit in the form of Bank Draft drawn on any Nationalized Bank favoring "OMFED" payable at Bhubaneswar.

- a) Tenders received without EMD shall summarily be rejected.
  - b) No interest shall be paid by OMFED against EMD amount submitted by the bidder.
  - c) The EMD of unsuccessful bidders shall be refunded within 30 days of finalization of tender.
  - d) The EMD of successful bidder shall be refunded within 30 days after 100% supply of stationery items against Purchase Order.
  - e) The EMD shall be forfeited in case the bidder fails to supply/unwilling/reluctant to supply for any reasons what so ever as per purchase order condition.
- 2) The bidder shall submit the original **tender document with seal and Signature on each page** within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
- 3) The quoted rate should be valid for 6 months from the date of opening of financial Bids of Tender Documents.
- 4) Tenders be addressed to OMFED at the following address :-  
Dy.General Manager(HR)  
The Odisha State Co-operative Milk Producers' Federation Ltd. (OMFED),  
D-2, Sahidnagar, Bhubaneswar-751 007.
- 5) The OMFED may, at its discretion extend the deadline for the submission of bids mentioned above, in such case all rights and obligations of the OMFED and bidders shall be valid as mentioned previously to the new deadline as extended.
- 6) The Federation will not be liable for late in receipt of the tender after the due date/time due to any postal delay if sent by post.

**(Full signature of the tenderer/bidder)  
with Seal**

**Ref. No.192(A):HRD:P&S:2018-19(Vol-X)**

**Date: 30.06.2020**

**7) Opening of bids by OMFED**

- 7.1 The OMFED will open the bids, in the presence of bidders or his authorized representative who choose to attend, at the time and date specified in the tender notice, at the Corporate Office of OMFED, Bhubaneswar. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.
- 7.2 The bidders' name, bid prices, written modifications of bid or withdrawals and the presence or absence of the requisite bid security and such other details as the OMFED, at its discretion, may consider appropriate will be announced at the time of opening.
- 7.3 The OMFED shall prepare, for its own records, the minutes of the bid opening, including the information disclosed to those present.
- 7.4 The tenderers shall write the rates both in figure and in words for all its items described. In case of any discrepancy, rate in words shall be considered as correct rate.
- 7.5 Any correction/over writing made by the tenderers in the tender document must be initialed by the tenderers before submission of the tender documents.
- 7.6 The tender, on submission shall become the property of OMFED and the organization shall be under no obligation to return the same to the bidder.

**8) Acceptance & finalization of bids:**

- 8.1 The bidders are requested to see the samples for all the items (stationeries ) at Omfed Corporate Office from **30.06.2020 to 14.07.2020** during office hour. Accordingly the bidders will be quoted their rates in the tender document for finalization of the tender.

**9) Rate & Verification of Sample:**

- 9.1 The bidder is advised to see the sample and quality of Stationery items, at OMFED Corporate office,D-2, Sahidnagar, Bhubaneswar at his own cost and responsibility.
- 9.2 The quoted rate shall include cost of material, labours, transport, GST , royalties etc. if any.

**10) Quantities:**

- 10.1 The quantities mentioned in the schedule are the estimated quantities only which are not to be taken as the actual and exact quantity to be supplied by the bidder. The OMFED may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-
- a) Increase or decrease of the quantities as mentioned in the schedule.
- b) Omit any such item if found necessary after issue of Purchase Order, if required.
- c) Change the quality or kind of any such items.
- d) Additional requirement or any item required may be supplied by the bidder as per the cost of purchase order.
- 11) No such variation shall be made by the bidder without an order in writing by OMFED.
- 12) In case of any item where no specification is supplied by OMFED as mentioned in the tender document, such items shall be supplied in accordance with the sample of a reputed company/brand.

**(Full signature of the tenderer/bidder)  
with Seal**



- 13) In case of default by the bidder, failure or refusal to supply any item OMFED may purchase the same from local market and hold the bidder responsible for any excess cost involved thereby. Furthermore, OMFED reserves the right to terminate the contract in such cases and recover the penalty for the same from any amount due to the contractor or which may become due in future.
- 14) **Issue of Purchase Order:**  
OMFED shall issue the provisional purchase order in duplicate to successful bidder. The duplicate copy of the purchase order shall be returned within 7 days of its issue, duly signed and sealed in each page by the bidder as token of acceptance of the purchase order.  
The bidder shall start supply of all the items as per Purchase Order within one month of the receipt of the purchase order and shall complete within the periods of 2 (two) month. **The items are to be supplied FOR basis.**
- 15) **Rejection:**  
The bidder should supply the stationery materials as per the sample. In case of any variation and low quality the material supplied shall be rejected.
- 16) **Payment:**  
After successful supply of all the items, the Bidder shall submit the bills in triplicate. The payment will be released after verification of materials supplied & C.M.R received from the Units wherever required, through a crossed account payee cheque/or E-Transfer. No interim payment shall be allowed.
- 17) **Penalty:**  
In the event of bidder fails to supply/reluctant/refusal to supply the items, OMFED reserves the right to impose penalty @ 5% of the order value and also forfeit the EMD/Security Deposit.
- 18) **Disputes:**  
18.1 The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case the disagreement or dispute is not resolved by mutual negotiations.  
18.2 Legal dispute if any, concerning to this supply shall be subject to such courts as exercising civil jurisdiction over Bhubaneswar.
- 19) **Miscellaneous:**  
OMFED reserves the right to cancel any or all the tenders without assigning any reason thereof.

(Full signature of the tenderer/bidder)  
with Seal

## PRE-QUALIFYING REQUIREMNET/FINANCIAL BIDS

Sl.No.	Required Information	Details to be filled up by the Bidders Firm/Agency
1	Name of Bidding Firm/ Agency (Attach certificates of registration)	
2	Full Address of Registered Office with Telephone No. , FAX No. & Mobile No.	
3	E-Mail ID:	
4	PAN NO/ Income Tax Return for 2019-2020 ANNUAL YEAR. No. (Please Attach copy)	
5	GST Registration No./ GST Return (please attach for last 3 month i.e.Oct19, Nov19 & Dec19 copy GSTR-1 & GSTR-3B).	
6	Name of Proprietor/Owner of Agency & Mobile no.	
7	Details of EMD	EMD Fee : Rs. _____ through transaction UTR No. _____
8	Details of Bank	Name of Bank: _____ Account No. _____ Type of Account _____ IFSC Code _____ Cancel cheque is to be attached for reference
9	Name, Address, Designation, Mobile No. & E- mail address of contract person	
10	Whether firms agrees to abide by the terms & conditions of the tender document? In the event of award of the contract	
11	Each & every page of tender document is stamped & signed by Proprietor/Owner of Agency	

**(Full signature of the tenderer/bidder)  
with Seal**

**Place :**

**Date :**

:8:

**ANNEXURE**

Ref. No.192(A):HRD:P&S:2018-19(Vol-X)

Date: 30.06.2020

**FINANCIAL BID – SUPPLY OF OFFICE STATIONERY ITEMS  
FOR THE YEAR 2020-21**

Sl.No	Item Description	Unit	Specification	Quantity	Total Amount (Rs.)
1	ARCH FILE (BIG)	NOS.	Sweta make	<b>500</b>	
2	ARCH FILE (SMALL)	NOS	Sweta make	<b>50</b>	
3	ALPIN	PKT	Bell	<b>100</b>	
4	CELLO TAPE(Small)	NOS.	As per sample	<b>50</b>	
5	CELLO TAPE(BIG)- WIDE(2")	NOS.	As per sample	<b>50</b>	
6	CORRECTING FLUID(White)Pen	NOS.	Kores-7ml	<b>50</b>	
7	CLOTH ENVELOP (SMALL) (10 x 12)	NOS.	A4 size (as per sample)	<b>600</b>	
8	CLOTH ENVELOP (Legal size)	NOS.	16x12 (as per sample)	<b>500</b>	
9	COVER FILE(CLOTH COATED)	NOS.	Rajadhani	<b>50</b>	
10	DUPLICATING PAPER(EMAMI)	NOS.	480 per Pkt(64 GSM)	<b>20</b>	
11	DOT PEN(Cell Griper)	NOS.	Cell Griper	<b>50</b>	
12	REFILL BLUE (BIG)	NOS.	Cell Griper	<b>100</b>	
13	ENVELOP 10*4.5 (W) (100)	NOS.	NOS.(As per sample)	<b>4000</b>	
14	ENVELOP 10*4.5 (P) (100)	NOS.	NOS.(As per sample)	<b>5000</b>	

**(Full signature of the tenderer/bidder)  
with Seal**

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Date: 30.06.2020

Sl.No.	Item Description	Unit	Specification	Quantity	Total Amount (Rs.)
15	GUM 700ml.	BTL.	Camel(as per sample)	20	
16	JEMS CLIP	PKT.	Bell(30mm)	50	
17	MARKER PEN(HIGH LIGHTER)	NOS.	Luxer	100	
18	MARKER PEN(PERMANENT)	NOS.	Luxer	50	
19	PENCIL (NATRAJ)	NOS.	Natraj	100	
20	PENCIL CUTTER	NOS.	Natraj	30	
21	PAPER CUTTER	NOS.	Natraj	20	
22	PUNCHING MACHINE(SMALL)	NOS.	Kangaro DP-480	20	
23	PUNCHING MACHINE(BIG)	NOS.	As per sample	10	
24	PAPER FLAG	SET	As per sample	30	
25	RUBBER BAND	KG.	As per sample	50	
26	STAPLER (SMALL)	NOS.	Kangaro-10	20	
27	STAPLER PIN (SMALL)	PKT	Kores	250	
28	STAMP PAD	NOS.	Kores(110x70)mm	20	
29	STAMP PAD INK-60ml	NOS.	Grapes/Kores	50	
30	SCALE (PLASTIC)BIG	NOS.	Natraj	50	
31	TAG(Small)	BNDL.	As per sample	100	
32	WRITING PAD	NOS.	As per sample	100	
33	WASTE PAPER BASKET	NOS.	As per sample	50	
34	XEROX PAPER A-4 75 GSM	PKT.	JK Copier-500 pages	500	
35	XEROX PAPER A-3 75 GSM	PKT	JK Copier-500 pages	5	

(Full signature of the tenderer/bidder)  
with Seal

**III. DECLARATION**

I/We declare that I/We have gone through the above mentioned conditions of the contract and agree to accept the same for submission of the tender/execution of the supply. I am/we also agreeable to abide by these conditions until the finalization of tender/completion of the supply in all respect.

**(Full signature of the tenderer/bidder)  
With Seal**

**Date:**

**Address for correspondence:  
with Tel.No/Mobile No.**