



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA : BHUBANESWAR**

No. Rec-I(A&E)/ Stnry/2021-22/

Date : 01.06.2021

TENDER CALL NOTICE

Sealed quotations are invited from Registered Firms/Co-operative Stores having their branch/Business center in Bhubaneswar only for supply of Stationery Articles for the year 2021-22 to the office of the Principal Accountant General (A&E), Odisha, Bhubaneswar. The sealed tender should reach the Sr Deputy Accountant General (Admn.), O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar duly superscribed “**Quotations for Stationery Articles**” on or before 25.06.2021 and will be opened on the same day at **4.00 P.M.** Tenders received after the scheduled date and time will not be entertained. Tender document can be downloaded from the official website of the Office of the Principal Accountant General (A&E), Odisha (www.agodi.cag.gov.in).

TERMS AND CONDITIONS

1. Tenderer should be registered dealer having PAN issued by Income Tax Department and GSTIN/SRIN issued by the relevant authority of the State and should furnish copy of up to date GST clearance certificate and PAN card.
2. Earnest money deposit of **₹5,000/-**(Rupees Five Thousand) only in shape of Bank draft drawn in favour of Sr.Accounts Officer(Cash), Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar must be furnished as bid security along with the quotation which is refundable to unsuccessful tenderer after finalization of tender process. EMD of successful bidder shall be refunded after expiry of contract period of one year.
3. Conditional quotation will not be accepted.
4. **Item wise rate must be quoted** (inclusive of all taxes and transportation costs) **in the same format of list of items annexed to this tender notice (Annexure)** duly signed and stamped by the tenderer.
5. The rate so quoted shall remain unchanged for one year from the date of acceptance of the tender or till finalization of next tender whichever is earlier.
6. The quotation must be accompanied with the samples duly stamped by the tenderer and rate mentioned therein as per the list of items enclosed.
7. Supply should be made within two weeks from the date of receipt of purchase/supply order and F.O.R. destination, O/o the Pr. Accountant General (A&E), Odisha, Bhubaneswar.

8. Payment will be made subject to the condition that the articles are delivered in full, in good condition and in conformity with the approved sample and specifications.
9. In case the approved Firm/Supplier fails to supply goods at the approved rate during the contact period for any reason, his/their tender for the next time will not be considered and will be black listed & EMD shall be forfeited.
10. This office may inspect the potentiality of the firm, if necessary.
11. The competent authority reserves the right to cancel any part or whole of the tender without assigning any reason thereof. In case of any dispute the decision of the Principal Accountant General (A&E) shall be final and binding.
12. **Penalty for Default Delivery:-** If the vendor fails to deliver the items within the schedule delivery period, Purchaser will impose a penalty of 0.5% of the value of the late delivered items for each weeks delay or part thereof, subject to maximum of 5 weeks. In case the delay exceeds five weeks, the Purchaser reserves the right to cancel the order and in such case, the vendor will have to repay the Purchaser the advance paid, if any, with interest @ 12% per annum, unconditionally. If orders are cancelled due to non delivery, the vendor will be debarred by the Purchaser for participating in any future tenders floated by the Purchaser, in addition to forfeiture of EMD.

Sd/-
Sr Deputy Accountant General (Admn.)

Format for Price Bid for Office Stationery Article for the Year 2021-22**Annexure**

Sl.No	Particulars	Specifications	Unit	Rate
1.	A-3 Xerox Paper Easy Copier		Per Pkt.	
2.	A-4 Xerox Paper Easy Copier 70 GSM		Per Pkt.	
3.	A-4 Self Stick Label Sheets ST-12(210x297mm)Pkt.		Per Pkt.	
4.	Alpines 100 Gm (T Type)		Per Pkt.	
5.	Add Gel Pen		Per piece	
6.	Add Gel Refill		Per piece	
7.	Binding Cloth		Per meter.	
8.	Bodkin Plastic Handle		Per piece	
9.	Brown Packing Paper		Per Ream	
10.	Brown Adhesive Tape 2"		Per piece	
11.	Cello Tape 50 meters ½"		Per piece	
12.	Cello Tape 50 meters 1"		Per piece	
13.	Cello Tape Dispenser		Per piece	
14.	Correction Pen (Cover-It)		Per piece	
15.	Candle		Per Pkt.	
16.	Conquest Paper 80 GSM		Per Pkt.	
17.	Clif File		Per piece	
18.	Dak Pad (Plastic)		Per piece	
19.	Desk Calendar Stand		Per piece	
20.	DFC Ruled Paper		Per Ream	
21.	DFC White Paper		Per Ream	
22.	Duplicating Paper (2.3 Kg)		Per Pkt	

Sl.No	Particulars	Specifications	Unit	Rate
23.	Eraser Pencil (Non Dust)		Per piece	
24.	Fevi Stick		Per piece	
25.	Flat File		Per piece	
26.	Gems Clip		Per Pkt.	
27.	Gum Tube 20 ml.		Per Tube	
28.	Hammer 500 Gm.		Per piece	
29.	Holder Pen		Per piece	
30.	Holder Pen with Jotter Refill		Per piece	
31.	Jotter Refill		Per piece	
32.	Jute Twine 1 Kg bundle		Per Kg.	
33.	Knife Metal (Wooden Handle)		Per piece	
34.	Key Purse		Per piece	
35.	Long Cloth (Packing Cloth White)		Per mtr.	
36.	Long pointed Refill		Per piece	
37.	L. Folder File (Plastic)		Per piece	
38.	Legal Paper Full Scape (80 GSM ,pkt 500 pc)		Per Pkt.	
39.	Match Box		Per 10 Nos.	
40.	Mask		Per piece	
41.	Marker Pen Gloliter (Highlighter Pen)		Per piece	
42.	Needle 8"		Per piece	
43.	Note Sheet Pad with 1" margin on four side(100 Pages) 70 GSM		Per Pad	
44.	Note Pad (Slip Pad 30pages)		Per Pad	
45.	Note Pad (Slip Pad 50 pages)		Per Pad	
46.	Pen Stand 2 Pen Holder		Per piece	
47.	Pen Stand 4 Pen Holder		Per piece	

Sl.No	Particulars	Specifications	Unit	Rate
48.	Paper Weight (Round Flat)		Per piece	
49.	Pencil Audit		Per piece	
50.	Pencil (Short Hand) Steno		Per piece	
51.	Pencil H.B		Per piece	
52.	Pencil Cutter		Per piece	
53.	Phodani		Per piece	
54.	Pilot Pen 0.5 (Hi-Tech)		Per piece	
55.	Pilot V-7 pen (Hi-Tec point)		Per piece	
56.	Pin Cushion (Small)		Per piece	
57.	Pin Cushion (Big)		Per piece	
58.	Permanent Marker Pen		Per piece	
59.	Register 1 Quire Plain with paging		Per piece	
60.	Register 1 Quire Ruled with paging		Per piece	
61.	Register 2 Quire Plain with paging		Per piece	
62.	Register 2 Quire Ruled with paging		Per piece	
63.	Register 3 Quire Ruled with paging		Per piece	
64.	Register 4 Quire Plain (Bound) with paging		Per piece	
65.	Register 4 Quire Ruled(Bound) with paging		Per piece	
66.	Register 5 Quire Plain(Bound) with paging		Per piece	
67.	Register 5 Quire Ruled(Bound) with paging		Per piece	
68.	Register 6 Quire Ruled(Bound) with paging		Per piece	
69.	Short Pointed Refill (Blue/Black/Red)		Per piece	
70.	Silver Back Carbon Blue		Per Pkt.	
71.	Sealing Wax		Per Pkt.	
72.	Scissors 10" (Metal)		Per piece	

Sl.No	Particulars	Specifications	Unit	Rate
73.	Stamp Pad Size 110 x 70 mm		Per piece	
74.	Stamp Pad Size 160 x100 mm		Per piece	
75.	Stamp Pad Ink (60 ml.)		Per Bottle	
76.	Single Punching Machine		Per piece	
77.	Stapler Machine No.10		Per piece	
78.	Stapler Machine HP-45 (Heavy Duty)		Per piece	
79.	Stapler 23/13-H		Per piece	
80.	Stapler Pin No.10		Per Pkt.	
81.	Stapler Pin 24/6		Per Pkt.	
82.	Stapler Pin 23/13-H		Per Pkt.	
83.	Stapler Pin 17 mm		Per Pkt.	
84.	Stapler Pin Opener		Per piece	
85.	Stick on Pad 1 Coloured Pkt. 3" * 3 "		Per Pad	
86.	Stick on Pad 2 Coloured Pkt.		Per Pad	
87.	Stick on Pad 3 Coloured Pkt.		Per Pad	
88.	Stick on Pad 4/5 Coloured Pkt.		Per Pad	
89.	Scale 12" Long (Metal)		Per piece	
90.	Scale 12" Long (Plastic)		Per piece	
91.	Spiral Note Pad A-5 Ruling		Per piece	
92.	Signature Pad poly coated		Per piece	
93.	Tag 50 Nos. 10" Cotton		Per Bundle	
94.	Thread Ball 100 Gm (9/20)		Per Bundle	
95.	Use & Throw Pen		Per piece	
96.	Waste Paper Basket Hight 12" Size		Per piece	
97.	Water Sponge(Clear damper)		Per piece	

Sl.No	Particulars	Specifications	Unit	Rate
98.	White Board Duster		Per piece	
99.	White Board Marker Pen		Per piece	
100.	Wooden Handle for Hammer		Per piece	

Date:

Signature with Seal of the Bidder

