

ORISSA PUBLIC SERVICE COMMISSION
CUTTACK

TENDER CALL NOTICE

No. 5635 /PSC, Dt...14/07/2010...

The undersigned is directed to invite sealed tender in plain paper/letter pad in prescribed format from intending registered dealers located at Cuttack for supply of office articles/stationeries (Annexure-A) to the Orissa P.S.C., Cuttack. The tenderer should quote the price for each of the items separately in the enclosed format indicating different taxes thereon separately. Valid TIN/SRIN certificate updated VAT clearance certificate and Income Tax clearance certificate should be furnished alongwith the tender. The delivery of the approved items needs to be confirmed within a week of the receipt of the supply order.

The tenderers should enclose earnest money of Rs.2,000/-(Rupees two thousand) only in shape of A/c. Payee Bank Draft/pay order drawn in favour of F.O.-cum-Under Secretary, Orissa Public Service Commission, Cuttack alongwith tender which will be refunded to the unsuccessful tenderers whose tenders are not accepted.

The tenders should reach the undersigned by 03.08.2010 by 1.30 P.M. at the latest and the tenders shall be opened on 03.08.2010 at 3.00 P.M. in presence of tenderers or their authorized representatives. The item wise short list shall be prepared basing on the lowest rate offered by the tenderers. The authority reserves the right to reject any or all tenders without assigning any reason there of. Purchase order shall be placed on more than one intending dealer basing on quality and price of goods. Branded goods if any available for the said item shall be preferred. The tenders received in incomplete shape or after the scheduled date & time shall be summarily rejected.

The accepted tenders will remain valid for one year from the date of acceptance of the tender or notice for next tender unless a decision to the contrary is taken by the Orissa Public Service Commission, Cuttack.

FORMAT

Name of the Firm -
(with full particulars)

Sl.No.	Item	Details specification if any	Unit price including All Taxes	Remarks

By order of Special Secretary.

F.O.-cum-Under Secretary

List of the Articles – Annexure-A

Sl. No.	Articles
1	Alpin (Kores)
2	Auto clip file/clip board
3	Bleaching powder
4	Bodkin
5	Bucket(Plastic)
6	Calculator (ORPAT, CASIO, BISTEC).
7	Celo tape
8	Colin spray
9	Computer paper 15 X 12, 10 X 12).
10	Correction pen (Kores)
11	Cotton tape
12	Cup and Saucer(Bone china)
13	Dak Pad
14	Date stamp
15	Diner plate
16	Dot pen (link)
17	Engagement Pad
18	Envelope 11" X 5" 9" X 4", 6" X 4 '
19	Eraser (Non-dust)
20	Fevi quick
21	Fevi stick
22	Glass Cover
23	Glass tumbler (Year)
24	Good Knight liquid
25	Guard file
26	Gum Bottle (Kores)
27	Harpik
28	Hit spray
29	Jems Clip (Plastic Coated)
30	Jotter refill
31	Jute thread
32	Letter Pad
33	Liquid Soap - Dettol
34	Lock and key
35	Marker Pen (Permanent) (Kores)
36	Mug (Plastic)
37	Naphthalene
38	Odonil
39	Page Marker
40	Paper Slip
41	Paper weight
42	Pen (Add gel)
43	Pen stand with pen
44	Pen/Pencil holder
45	Pencil (HB/Natraj)

Contd.

(2)

46	Pencil Battery
47	Pencil sharpener
48	Pin cushion
49	Plastic folder
50	Punching Machine
51	Refill Big/Small - (Linc, Adgel)
52	Rolling Register - (10, 14, 16, 20)
53	Room freshener - (Godrej Ambipur)
54	Rubber band
55	Scale - Plastic/Steel
56	Scissor
57	Sketch Pen
58	Stamp Pad & stamp ink
59	Stapler - Big/Small
60	Stapler Pin - Big/Small
61	Super Nirma
62	Tag
63	Tea Tray
64	Thermo flask
65	Towel (Big & Small)
66	Use & throw pen
67	Wall Clock
68	Water Jug
69	Water Mug
70	White Board Marker
71	White Liquid (Kores)
72	Writing Pad
73	Xerox / Copier paper(J.K.copier) A4, A3, A5