

OFFICE OF THE PANCHAYAT SAMITI, DANAGADI

No. 3526 Date. 31/9/20

Sealed quotations/tenders are hereby invited from the interested registered firms/order suppliers for supply of following office stationeries for official use at the Block Development Office, Danagadi .

The quotations must address in the name of Block Development Officer, Danagadi and will be accepted on or before 10.09.2020 by 5 PM through Registered post/Speed post/courier only. The tenders/quotations will be opened on 11.09.2020 at 11 AM in the office chamber of the undersigned in the presence of the renderers/their representatives. If the office happens to be closed due to some reason or other, the last date for receipt/opening of tender will be the next working day. The rate of each item must be reflected clearly in a separate sheet with signature of the quotationer .

The undersigned is not responsible for any kind of delay/damage/loss during the process of receipt of quotation.

The decision of the tender committee in the entire process shall be final and binding to the intending tenders/quotations concerned. The committee reserves the right to accept/reject any/all quotations without assigning any reason thereof.

Block Development Officer,  
Danagadi

Memo No. 3527 /Date. 31/9/20

Copy to Tahasildar, Danagadi/ CDPO, Danagadi/ BEO, Danagadi/ Medical Officer, CHC, Danagadi/ AAO, Danagadi/ BVO, Danagadi with a request display the quotation call notice in their notice board for wide circulation.

Block Development Officer,  
Danagadi

Memo No. 3528 /Date. 31/9/20

Copy to the DIO, NIC, Jajpur for information and necessary action with a request to display the quotation call notice in the district website for wide circulation.

Block Development Officer,  
Danagadi

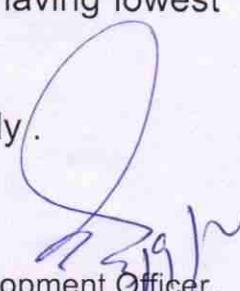
List of items required to be supplied

1. A4 size Xerox Paper-100 pocket
2. Fly leaf for office use-500 number
3. Tag-2 pocket(one pocket contains 100 bundle)
4. 1<sup>st</sup> page note sheet- 500 number
5. 2<sup>nd</sup> page note sheet-1000 number
6. 2<sup>nd</sup> page order sheet- 4000 number
7. Stapler pin- 20 pocket(small and big size 20 each)
8. Register – 20 /10/8/6/4/ fifty number each
9. Attendance register- 2 nos
10. Salary acquaintance – 4 number.
11. Whitener- 20 number

## Terms and conditions

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1. The order supplier must have registered firm for supply of office stationeries having valid GST number, PAN number of his own or in the name of their firm (Self attested copies of all the above mentioned documents should be attached with the quotations/tender papers).
2. The rate of each item must be quoted separately in a separate paper of finished and unfinished items and the same be attached with the tender paper with dated signature of the order supplier/firm.
3. The lowest tender will be accepted by the tender committee after due comparison made among the tenderers/order suppliers basing on the quality of the materials to be supplied for each item.
4. The cost of the materials will be paid after supply of complete materials with approved quality through approved mode of payment made by Govt. from time to time.
5. No compromise will be made on the quality of the materials verified during tender process and supplied. In case of any deviation made by the supplier so selected in the tender process, the entire order will be cancelled and transferred to the 2<sup>nd</sup> lowest tenderer.
6. After selection of the materials by the tender committee order will be placed for supply of required materials to the selected supplier having lowest tender cost.
7. All disputes in this regard is subject to Jajpur Jurisdiction only.

  
Block Development Officer,  
Danagadi