



ZILLA PARISHAD, JAIPUR

At-Jajpur, P.O- Jajpur, Dist.-Jajpur, Odisha. Pin- 755001

E-mail : ori-djajpur@nic.in , Ph./Fax-06728-222054



Notice No: 2544 Date: 06.07.2022

QUOTATION CALL NOTICE

For Supply of Stationary & Sanitary Items to DPRC Building & ZILLA PARISHAD, Jajpur for the FY 2022-23.

Sealed Quotations are invited from the intending firms/suppliers in prescribed format for supply of office stationeries/sanitary items to DPRC/ Zilla Parishad, Jajpur for the year 2022-23. The Quotation will be received in the office of the undersigned up to 20/07/2022 through Regd/ Speed Posts only. No other mode of submission of the Quotation is allowed. Further, the Quotations will be opened on 20/07/2022 at 4.30 PM in presence of the bidders or their authorized representatives in the office chamber of CDO-cum-Executive Officer, Zilla Parishad, Jajpur. The Quotation paper regarding details of items with specifications will be available for sale in the office of the undersigned during office hours from 06.07.2022 to 20.07.2022 on payment of Rs. 300/- (Rupees Three Hundred) only per set & the bidders are required to enclose the original Money receipt (MR) along with the bid documents in support of bid paper cost. Further, the Quotation papers can also be downloaded from the District website www.jajpur.nic.in from 06.07.2022 to 20.07.2022. Further, the bidders who will download the documents from the District website are required to submit a Demand Draft worth ₹300/- (Rupees Three Hundred) only made in favour of CDO-cum-Executive Officer, Zilla Parishad, Jajpur from any scheduled commercial bank payable at Jajpur.

Further, the intending bidders are required to submit one EMD worth ₹5000/- (Rupees Five thousand) only in shape of Fixed Deposit/ Term Deposit/ NSC/ Post Office Deposits duly pledged in favour of "CDO-cum-Executive Officer, Zilla Parishad, Jajpur" along with the bid documents. Further, bid documents received without EMD or bid paper cost are liable for rejection.

The bidders can apply for any of the category or both the categories. Bidders willing to apply for both the categories of items are required to submit separate bid documents along with bid paper cost & EMDs for each of the category of items. Envelope containing the quotation should be inscribed on top of it in bold.

The detailed list of items along with the specifications is annexed for reference of the intending bidders.

Ashu 6/7/2022
CDO-cum-Executive Officer,
Zilla Parishad, Jajpur

TERMS & CONDITIONS

1. The bidders must be a reputed one.
2. The bidder must have a valid GST Registration certificate.
3. The bidder must have valid pan card.
4. The bidder is required to submit price per unit of item as specified in the list annexed.
5. The price quoted should be inclusive of all taxes and charges including transportation to this office which needs to be arranged by the supplier as and when required by this office. Any damage caused during the transportation/ mishandling will be borne by the supplier.
6. There should not be any specification with respect to minimum quantity of items to be procured at a time. The undersigned reserves the right to procure any quantity as per the requirement of this office.
7. The price quoted will be treated as the price of items for the entire year any enhancement or hike in price due to market conditions will not be entertained during the year.
8. The bidder is required to supply the product of the specified brand as submitted in the quotation. Further, in case of unavailability of the specified brand, the supplier has to supply product of a brand of similar or higher standard and specification with the approved price without demanding any escalation.
9. The quoted price should not exceed the prevailing market price.
10. The supplier after supply of required item as requisitioned by this office is required to submit bills to the undersigned and the payment is to be made through account transfer only. The bidders are required to submit the bank account details to this office at the time of supply of items.
11. The quotations are invited for both the categories stationary (A) & sanitary (B) items of this office. The bidders willing to apply for both the categories of items are required to submit separate bids of each of the category of items along with separate EMD & Bid paper cost.
12. The Quotation paper regarding details of items with specifications will be available for sale in the office of the undersigned during office hours from 06.07.2022 to 20.07.2022(excluding Holidays) on payment of ₹300/- (Rupees Three Hundred) only per set & the bidders are required to enclose the original Money receipt (MR) along with the bid documents in support of bid paper cost. Further, the Quotation papers can also be downloaded from the District website www.Jajpur.nic.in from 06.07.2022 to 20.07.2022. Further, the bidders who will download the documents from the District website are required to submit a Demand Draft worth ₹300/- (Rupees Three Hundred) only made in favour of CDO-cum-Executive Officer, Zilla Parishad, Jajpur from any scheduled commercial bank payable at Jajpur.
13. Further, the intending bidders are required to submit one EMD worth ₹5000/- (Rupees Five thousand) only in shape of Fixed Deposit/ Term Deposit/ NSC/ Post Office Deposits duly pledged in favour of "CDO-cum-Executive Officer, Zilla Parishad, Jajpur" along with the bid documents. Further, bid documents received without EMD or bid paper cost are liable for rejection.
14. The Quotation will be received in the office of the undersigned upto 20/07/2022 by 12.30pm through Regd/ Speed Posts only. No other mode of submission of the Quotation is allowed. Further, the Quotations will be opened on the same date i.e 20.07.2022 at 4.30 PM in presence of the bidders or their authorized representatives in the office chamber of CDO-cum-Executive Officer, Zilla Parishad, Jajpur.
15. The authority reserves the right to cross examine the quoted price with the market price at any point of time.
16. The authority reserves the right to reject any or all quotations without assigning any reason thereof.


6/7/2022
CDO-cum-Executive Officer,
Zilla Parishad, Jajpur

Memo No: 2545 **Date:** 06.07.2022

Copy to Addl. District Magistrate, Jajpur for information. He is requested to display the quotation on the Notice board of the Collectorate for wide publication.

Ashy. 6/7/2022
CDO-cum-Executive Officer,
Zilla Parishad, Jajpur

Memo No: 2546 **Date:** 06.07.2022

Copy to Sub Collector, Jajpur/all BDOs of Jajpur district / all Tahasildars of Jajpur district / Executive Officers of Jajpur & Vyasaganar Municipalities /DIPRO, Jajpur for information. They are requested to display the quotation in their Notice board for wide publication.

Ashy. 6/7/2022
CDO-cum-Executive Officer,
Zilla Parishad, Jajpur

Memo No: 2547 **Date:** 06.07.2022

Copy to the DIO, NIC, Jajpur for information. He is requested to webhost the notice in the district website for wide publication. Further he is requested to provide the download option for the bidders from 06.07.2022 to 20.07.2022.

Ashy. 6/7/2022
CDO-cum-Executive Officer,
Zilla Parishad, Jajpur

Annexure-A**Stationary & Sanitary items to be supplied to DPRC/ZILLA PARISHAD, Jajpur**
for the FY 2022-23Quotation Reference No: 2544 Date: 06.07.2022**(A) STATIONARY ITEMS**

Sl. No.	Items	Specification	Qty./Unit	Brand	Price per unit	Remarks
1	2	3	4	5	6	7
1	Acquittance Register	Well binding good quality paper	Per No.			
2	Alpin	Grapes	Pkt.			
3	Arch File		No.			
4	Bodkin/Phudni		No.			
5	Battery (Pencil)	Novino Gold	No.			
6	Cutter (Pencil)	Natraj	Pkt.			
7	Clip	Metal	Dzn.			
8	Clip	Plastic	Dzn.			
9	Cello Tape	2" size	No.			
10	Cello Tape	Small	No.			
11	Carbon Paper	Cores	Pkt.			
12	Calulator	Casio, 12 digit	No.			
13	Cobra File	Good Qty.	No.			
14	Calling Bell	Sharp Make	No.			
15	Dustbin bucket	Plastic with cover	No.			
16	Dustbin bucket	Plastic without cover	No.			
17	Dot Pen	Ball Point (Std.)	Piece			
18	Dot Pen	Gel Pen	Piece			
19	Dot Pen	Both side face	Piece			
20	Dot Pen	to be used in Pen stand	Piece			
21	Diary	Std.	Piece			
22	Dak Pad (Cover file)	Cloth pasting	No.			
23	Duster for White board with Magnet	Good Qty.	No.			
24	Envelop	9x4"	Per 100 nos.			
25	Envelop	10x4"	Per 100 nos.			
26	Envelop	11x5"	Per 100 nos.			
27	Envelop	A/4 Polly	Per 100 nos.			
28	Eraser	Camlin, rubber	Dzn.			
29	Eraser Fluid		Piece			
30	Eraser Pen	Pen type	Piece			
31	Folder (Jute/Cloth)	Plain	Piece			
32	Folder (Jute/Cloth)	Executive	Piece			
33	Folder (Jute/Cloth)	Premium	Piece			
34	Bag (Jute/Cloth)	Normal	Piece			
35	Flat File	Good Qty.	No.			
36	Fax Roll	Kores	Per Roll			
37	Fevi Stick	Kores	Piece			
38	Guard File	Local Made	No.			
39	Gum Paste	700 ml.				
40	Drinking Glass	yera(Std. Plain)	Piece			

41	Good Knight Liquid with Machine		No.		
42	High Lighter		Piece		
43	Ink Pad, Small	Camel, Fibre	No.		
44	Ink Pad, Big	Camel, Tin	No.		
45	Key Purse	Leather make	No.		
46	Knife	Stainless steel 6"	Piece		
47	Lock & Key	Mobaj, Classic	No.		
48	Lock & Key	Mobaj, Middle	No.		
49	Lock & Key	Mobaj, Small	No.		
50	Marker Pen	Permanent	Piece		
51	Marker Pen	Vanishing	Piece		
52	Niddle (Large)	Stainless	Dzn.		
53	Plain Paper	J.K. Bond	Per Rim		
54	Pencil	H.B (Natraj)	Pkt.		
55	Pen Stand	Executive	Each		
56	Punching Machine	Kangaroo	Each		
57	Paper weight	glass	Each		
58	Pin Container	Plastict	Each		
59	Register	Binding, rolling	Per No.		
60	Register	Plain	Per No.		
61	Room Freshner		Each		
62	Riffle (for normal dotpen)	Plain	Dzn.		
63	Stapler	Kangaroo (HD-10D)	Each		
64	Stapler	Kangaroo (King Size)	Each		
65	Stapler	Kangaroo (HD-10D) 555	Each		
66	Stapler Pin	Kangaroo (HD-10D)	Pkt.		
67	Stapler Pin	Kangaroo (King Size)	Pkt.		
68	Stapler Pin	Kangaroo (HD-10D) 555	Pkt.		
69	Scissors	Stainless steel (gem)	Each		
70	Stock Register	Printed with format, rolling	Per No.		
71	Sketch Pen	Diff. colour	Dzn.		
72	Tag	Cotton	Per bundle		
73	Toner for copier	Richo make (1230-D)	Each		
74	Thread	For stitching of register	Reel		
75	Writing Pad	Spiral binding	Each		
76	Writing Pad	Plain (classmate)	Each		
77	Xerox Paper, A/4	J.K.	Pkt.		
78	Xerox Paper, Legal size	J.K.	Pkt.		
79	Xerox Paper Full scape	J.K.	Pkt.		
80	Blank Cassattes for audio tape		Each		
81	Fevi Quick		Each		
82	Drinking Glass Cover		Dzn.		
83	Colour Flag (Self stick note pad)	75x25 mm	Pkt.		

(B) SANITARY ITEMS

Sl. No.	Items	Specification	Qty./Unit	Brand	Price per unit	Remarks
1	2	3	4	5	6	7
1	White Phenyl	Bottle (1lr)	1 Liter			
2	Black Phenyl	Bottle (1lr)	450 ml			
3	Acid	Bottle (1lr)	1 Liter			
4	Colin	Bottle (500 ml)	500 ml			
5	Harpic	Bottle (500 ml)	500 ml			
6	Lysol	Bottle (500 ml)	500 ml			
7	Life Buoy Hand Wash refill (Big Size)	75 gm	1 Pc			
8	Steel Scrubber		1 Pc			
9	Scrubber		1 Pc			
10	Lifebuoy Soap	₹10/-	1 Pc			
11	Surf excel	500 gm	350 gm			
12	Vim Liquid	100 ml	100 ml			
13	Vim Soap	100 gm	1 Pc			
14	Mosquito liquid Refill		1 Pc			
15	Battery	(Pencil Big)	1 Pc			
16	Battery	(Remote small)	1 Pc			
17	Bathroom Freshener	100 gm	1 Pc			
18	Ezee	500 ml	500 ml			
19	Room freshener	150 ml	1 Pc			
20	Camphor	100 gm	1 Pkt			
21	Polyethylene Big Size		1 Pkt			
22	Polyethylene Medium Size		1 Pkt			
23	Khadika Jhadu		1 Pc			
24	Chhanchuni		1 Pc			
25	Phula Jhadu		1 Pc			
26	Pochha Squire size (Big size)		1 Pc			
27	Pochha Squire size stick only		1 Pc			
28	Tissue paper		1 Pkt			
29	Pochha Cloth		1 Pc			
30	Wiper		1 Pc			
31	Hand Gloves		1 Set			
32	Dust Picker		1 Pc			
33	Bleaching Powder		400 gm			
34	Brush for Latrine		1 Pc			
35	ODONIL bathroom freshner		1 Pc			
36	Plastic Bucket		1 Pc			
37	Plastic Mug		1 Pc			
38	Dustbin		1 Pc			

FORMAT-1

**BID Documents for supply of Stationary & Sanitary items to be supplied to DPRC/ZILLA
PARISHAD, Jajpur for the FY 2022-23**

BID Details

- 1) Name of the Firm/Agency :
- 2) Address of the firm :
- 3) GST Regn. No: :
- 4) Name & Address of the Owner : _____

- 5) Contact No of the Owner :

Declaration

This is to declare that the above information is true to the best of my knowledge & belief.

Date:

Place:

**Signature of the Bidder
With address**

Documents to be attached:

- 1) Copy of Valid GST Regn. Certificate
- 2) Copy of PAN Card
- 3) Copy of Identity proof of the proprietor
- 4) Cancelled cheque/ Bank account passbook front page
- 5) Cost of bid documents ₹300/- (original MR in case of purchased from ZILLA PARISHAD & DD if downloaded)
- 6) EMD worth ₹5000/- in shape of FD/TDR/NSC/Post Office savings

Enclosed:

Place: -

**Signature of the Bidder
(With Seal)**

Date: -

Stationary & sanitary items to be supplied to DPRC/ZILLA PARISHAD, Jajpur
for the FY 2022-23

Quotation Reference No: 2544 Date: 06.07.2022

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78	Xerox Paper, Legal size	J.K.	Pkt.			
79	Xerox Paper Full scape	J.K.	Pkt.			
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81	Fevi Quick		Each			
82	Drinking Glass Cover		Dzn.			
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**Signature of the Bidder
(With Seal)**

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6	Lysol	Bottle (500 ml)	500 ml			
7	Life Buoy Hand Wash refill (Big Size)	75 gm	1 Pc			
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9	Scrubber		1 Pc			
10	Lifebuoy Soap	₹10/-	1 Pc			
11	Surf excel	500 gm	350 gm			
12	Vim Liquid	100 ml	100 ml			
13	Vim Soap	100 gm	1 Pc			
14	Mosquito liquid Refill		1 Pc			
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16	Battery	(Remote small)	1 Pc			
17	Bathroom Freshener	100 gm	1 Pc			
18	Ezee	500 ml	500 ml			
19	Room freshener	150 ml	1 Pc			
20	Camphor	100 gm	1 Pkt			
21	Polyethylene Big Size		1 Pkt			
22	Polyethylene Medium Size		1 Pkt			
23	Khadika Jhadu		1 Pc			
24	Chhanchuni		1 Pc			
25	Phula Jhadu		1 Pc			
26	Pochha Squire size (Big size)		1 Pc			
27	Pochha Squire size stick only		1 Pc			
28	Tissue paper		1 Pkt			
29	Pochha Cloth		1 Pc			
30	Wiper		1 Pc			
31	Hand Gloves		1 Set			
32	Dust Picker		1 Pc			
33	Bleaching Powder		400 gm			
34	Brush for Latrine		1 Pc			
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