

Part – A

(Training Kit & Office Stationary)

Sl. No.	Description	Qty.	Rate including tax
1	Folder (Plastic)	Each	
2	Folder (Rexene)	Each	
3	Folder (Cotton / Jute)	Each	
4	Seminar / Workshop Folder (Cotton in appliqué work/ screen printing & designing)	Each	
5	Bag - Executive	Each	
5	Bags – Leather	Each	
6	Bags – Rexene	Each	
7	Bags – Jute	Each	
8	Writing Pad-30 Pages (90 GSM)-9"X7" (with printing of SIRD name & logo)	Each	
9	Writing Pad-50 Pages (90 GSM)-9"X7" (with printing of SIRD name & logo)	Each	
10	Writing Pad- 30 Pages (90 GSM)-9"X7" (Spiral binding) (with printing of SIRD name & logo)	Each	
11	Writing Pad- 50 Pages (90 GSM)-9"X7" (Spiral binding) (with printing of SIRD name & logo)	Each	
12	Ball Pen (Reynold / Cello)	Each	
13	Pencil (Natraj / Camlin)	Each	
14	Gum Bottle-100 ml.(Camel)	Each	
15	Gum Bottle-500 ml (Camel)	Each	
16	Fevistick - Big	Each	
17	Fevistick - Small	Each	
18	Poster Colour (Camel)	Packet	
19	Water Colour (Camel)	Packet	
20	White Board Marker	Each	
21	Permanent Marker	Each	
22	Cello Tape 1/2" (Colour / White)	Each	
23	Cello Tape 1" (Colour / White)	Each	
24	Cello Tape 2" (Colour / White)	Each	
25	Duster for White Board	Each	
26	Stapler (Medium) with pin	Each	
27	Stapler (Big) with pin	Each	
28	Stapler (Small) with pin	Each	
29	Sketch pen of reputed make	Packet	
30	Xerox Paper-A/4 of reputed brand	Each	
31	Xerox Paper-A/3 of reputed brand	Each	
28	Drawing Sheet (White) (22" X 28")	Each	

29	Drawing Sheet (Colour) (22" X 28")	Each	
30	Flip Chart (White / Colour)	Each	
31	Eraser (Corex)	Each	
32	Pencil Cutter	Each	
33	Cotton (bundle)	Each	
34	Scale (10")	Each	
35	Legal Paper	Pkt.	
36	Calculator (12 digit)	Each	
37	Mosquito Liquid	Each	
38	Arch File	Each	
39	Guard File	Each	
40	CD Marker Pen	Each	

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General Terms and Conditions for the Tender Paper of different items for the year 2010-11

1	The firm should be registered under OST, ACT-1974 and having valid VAT Clearance Certificate etc.
2	Attested copies of valid VAT Clearance Certificate TIN /SRIN No. should be furnished along with the tender paper.
3	Rs. 5,000/- (Rupees Five thousand only) as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, S.I.R.D., Bhubaneswar should be submitted along with the tender paper.
4	The authorization letters if any to be enclosed in the tender with due attestation.
5	The quoted rate will be inclusive of all Taxes. The percentage of VAT is to be mentioned clearly against each items. The rates to be quoted in tabular form.
6	The rates quoted by the tenders should be valid upto 31.03.2011.
7	No conditional tender will be accepted by the authority from the tenderers.
8	No advance payment will be made to the party after acceptance of tender or execution of order.
9	Delivery of the items should be made in the office of the Director, State Institute for Rural Development, Unit-VIII, Bhubaneswar after getting proper requisition order within a day or two and minimum 1 day well in advance.
10	Selection of items will be followed after screening by the purchase committee of the institute
11	Original documents are to be produced for verification by the members of the committee.
12	The tenders are to submit the current price list of the brand product & specification (i.e. Name of the brand and other details) along with the tender.
13	If any information/document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
14	It is the responsibility of the tenders for timely delivery of the articles to the S.I.R.D., Bhubaneswar at their own cost.
15	The tenders should furnish in a sealed cover (to be sealed on sealing wax) duly superscribed as " TENDER FOR _____ YEAR 2010-11 on the top to the sealed cover.
16	The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
17	The undersigned/committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
18	In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
19	All pages of the bids are to be signed & stamped by the tenderer.
20	Selection of the items will be followed on finalization of samples whenever is necessary.
21	The duly filled in Tender's Profile as enclosed is submitted along with tender.
22	For any services / supply the firm / organization should not be blacklisted by any Govt. orgn. If found later on, the action deemed to fit will be initiated against the firm as per the law.
23	The Director reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples

Director

Tenderer's Profile (To be filled in & returned).

1	Full Name of the Firm (In Capital letters)	
2	Firm Address	
3	Telephone No Fax No	Office: - Residence: - Mobile :-
4	Name/ Names of Proprietors Partners/ Directors.	
5	Sales Tax / VAT Regd. No. (Last Sales Tax/ Vat Clearance Certificate must be furnished). The Tax clearance must cover transactions against printing by the firm.	
6	Income Tax account number / PAN Number(Last Income Tax Clearance certificate to be attached)	
7	Details of similar past work and experience of similar nature. (Certificate from the past employer should be enclosed)	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder)

