

**ODISHA CONSTRUCTION CORPORATION LTD.
(A GOVT. OF ODISHA UNDERTAKING)
CENTRAL WORKSHOP,RASULGARH,
BHUBANESWAR-751010 (ODISHA)**

**QUOTATION DOCUMENT FOR
“SUPPLY OF OFFICE STATIONARY ITEMS
FOR CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR-10”.**

The quotation document comprises of the following:

1)	Quotation call notice No.OCC/CWS/PROC/Estt-182/ 58 dated 30.11.2018	1 (One) sheet
2)	Terms and conditions	1 (One) sheet
3)	Specifications & Price schedule	1 (One) sheet

	Total	03(Three) sheets

Signature of the Quotationer or his/their
power of attorney holder
with designation & seal.

Senior Manager (Mech.)-I
OCC Ltd, Central Workshop,
Rasulgarh, Bhubaneswar-751010

**ODISHA CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF ODISHA UNDERTAKING)
CENTRAL WORKSHOP:RASULGARH, BHUBANESWAR-751010**

QUOTATION CALL NOTICE No.OCC/CWS/ESTT-182/58/18-19 Dtd.30.11.2018

Sealed quotations in conformity with the terms and conditions, details specification & Price schedule etc. are invited from reputed stockist for **“SUPPLY OF OFFICE STATIONARY ITEMS FOR CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR-10”** to be received up to **3.00 PM** on **05.12.2018** and opened at **4.00 PM** on the same date in presence of the quotationers or their authorized representative, if they so desire. The sealed covers should be clearly mentioned with quotation call notice No & date of opening on the top right hand of sealed cover positively.

The quotation shall accompany with Valid GST registration certificate, PAN Card and credentials in support of supply of stationary items without which the quotation shall not be taken into consideration. Rates quoted should be valid for a period of 90 (Ninety) days from the date of opening of quotation. Materials are to be delivered within 15 (Fifteen) days from the date of issue of purchase order. 100% payment shall be made against delivery and acceptance of materials. The rates quoted shall be F.O.R. Central Workshop, Rasulgarh, Bhubaneswar-10 with all taxes, transportation, transit insurance etc. The rates should be quoted in the price schedule format in original as per details specification and to be duly sealed in closed covers and superscribed as **“QUOTATION FOR SUPPLY OF OFFICE STATIONARY ITEMS FOR CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR-10”** due on **05.12.2018** to be addressed to the undersigned. The quotation shall also be available on our website at www.odishaconstruction.com. If there will be a public holiday on the last date of receipt & opening of the tender as specified above, the tender will be received & opened on the next working day at the same time and venue.

The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

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TERMS AND CONDITIONS

1. Materials shall be strictly as per detailed specification and size of reputed make as mentioned in the price schedule format with the quotation document.
2. The quotationer shall submit valid copies of GSTIN & PANCARD with their offer, failing which the offer is liable for rejection.
3. The quotationer shall quoted their rates F.O.R. OCC Ltd, Central Workshop, Rasulgarh, Bhubaneswar-751010 (Odisha) with transportation, handling charges etc. where taxes should be shown separately. The rates shall be quoted strictly as per the price schedule format. The quotationer shall have to furnish sample piece if required by the purchaser.
4. Complete quotation schedule, in original should be duly filled and signed on each page should be furnished along with quotation. Quotations received without the original price schedule will be out rightly rejected.
5. The quoted rate shall be valid for a period of 90 (Ninety) days from the date of opening of the tender.
6. 100% payment shall be made within 30 (Thirty) days after receipt, verification and acceptance of complete materials by OCCL.
7. Price escalation will not be allowed under any circumstances. The quoted rates shall be firm till execution of the entire order.
8. Delivery of the complete order against purchase order shall be made within 15 (Fifteen) days from the date of issue of the purchase order. However the requirement may vary at the time of placing purchase order.
9. No advance payment shall be made under any circumstances. Conditional quotation with deviation shall not be accepted.
10. The purchaser reserves the right to accept/reject any or all quotations without assigning any reason thereof.
11. Any dispute arising thereof is to be settled in proper court under the jurisdiction of Odisha High Court at Cuttack or courts under the jurisdiction of Odisha High Court at Bhubaneswar only.

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**DETAILS SPECIFICATION & PRICE SCHEDULE FOR
“SUPPLY OF OFFICE STATIONARY ITEMS FOR
CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR-10”**

Sl. No	Description of item	Unit	Reqd. Qnty. in Nos.	Basic rate per unit inclusive of P & F, Trans. & Handling charges	Taxes	Total rate per each unit	Total amount for full Quantity	
							In figures	In words
1	Arch file	Nos.	30					
2	J K Copier A4	Pkts.	30					
3	J K Copier - A3	Pkts.	01					
4	Envelope (12"x5") (KORES)	Nos.	1000					
5	Envelop cloth pasting - 10"x12"	Nos.	24					
6	Envelop (White) - 5"x 4"	Nos.	50					
7	Cello Tape(White)	Nos.	06					
8	Dot Pen (Two end)	Nos.	24					
9	Use & throw Dot Pen(Black)	Nos.	12					
10	Register (No.12)	Nos.	12					
11	Register (No.10)	Nos.	12					
12	Register (No.8)	Nos.	06					
13	Register (No.6)	Nos.	12					
14	Stapler (Small)	Pkts	06					
15	Stapler (Big)	Pkts	02					
16	Stapler Pin (Small)	Pkts	24					
17	Stapler Pin (Big)	Pkts	12					
18	Tag	Bondle	24					
19	Writing Pad (Big size)	Nos.	06					
20	White Eraser Fluid	Nos.	06					
21	Paper Tray	Nos.	02					
22	Refill (Blue)	Pkt	25					
23	Refill (Red)	Pkt	10					
24	Refill (Black)	Pkt	05					
25	Fevi gum (100 MI)	Nos.	08					
26	Note Book	Nos.	06					
27	Alpin	Pkts	12					
28	Pencil Carbon	Pkts	03					
29	Marker pen	Nos.	04					
30	High Lighter (Green & Pink)	Nos	04					
31	Paper Cutter	Nos.	06					
32	Steel Scale	Nos.	06					
33	Pencil Cutter	Nos.	06					
34	Single Punch	Nos.	06					

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