



OFFICE OF THE ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY LTD.  
Handlooms, Textiles & Handicrafts Deptt. Govt. of Odisha

No.....

Date.....

<b>boyanka</b> <b>QUOTATION CALL NOTICE</b>	
<b>No. 1955</b>	<b>Dt. 21.06.24</b>
<p><b>Name of the work :-</b> Supply of Computer Materials, Packing Materials, Printing Materials &amp; Official Stationeries to Odisha State Handloom WCS Ltd, Boyan Bhawan at PJN Marg, Bhubaneswar. The last date and time of submission of quotation is <b>10.07.2024 up to 5:00 PM</b>. Refer our website <a href="http://www.boyanka.com">www.boyanka.com</a> for details. All the information in connection with this Quotation Call Notice will be available in this website.</p>	
<p><b>Sd/-</b> <b>Managing Director</b> <b>Boyanka</b></p>	



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No.....1955

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**QUOTATION CALL NOTICE**

Sealed quotations are invited from the interested parties for supplying of Computer Materials, Packing Materials, Printing Materials & Official Stationeries to Odisha State Handloom WCS Ltd, Boyan Bhawan, PJN Marg, Bhubaneswar as per schedule/specification enclosed herewith. The rates to be finalized in this quotation process will be valid up to 30.06.2025. The quotationers are required to verify & acknowledge the sample of Computer Materials, Packing Materials, Printing Materials during working hours in the Store Section of Head Office of Boyanika at Boyan Bhawan, Bhubaneswar prior to quoting their rates. Quotations should be submitted in 2 (two) Bids - "Pre Qualification Bid" & "Financial Bid" in separate sealed cover containing in one sealed cover superscribed for supplying of Computer Materials, Packing Materials, Printing Materials & Official Stationeries to Odisha State Handloom WCS Ltd, Boyan Bhawan, PJN Marg, Bhubaneswar . The pre Qualification Bid must be accompanied with the following documents.

1. EMD of Rs.50,000.00 (Rupees fifty thousand) only in shape of Bank Draft drawn on any Nationalized/Scheduled Bank, in favour of Odisha State Handloom WCS Ltd., Bhubaneswar payable at Bhubaneswar. No relaxation shall be considered in this score.
2. Self attested photo copy of GST/GSTIN registration certificate & up to date return copies for the year 2022-23 & 2023-24 up to March'2024.
3. Self attested photocopy of PAN & up to date Return Certificate of Income Tax for 2020-21, 2021-22 & 2022-23.
4. Audited Statement of Accounts (Balance Sheet and Profit & Loss Account) of the firm for similar nature of business showing Turnover not less than 50.00 lakhs (Rupees fifty lakhs) only for each of last three financial years (2020-21, 2021-22 & 2022-23) and IT Return Acknowledgement.
5. Undertaking in shape of Affidavit for not have been blacklisted by any Central / State Govt./ any Autonomous Bodies during the recent past as per **Annexure-A**.



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6. Undertaking that no criminal case is pending with the police at the time of submission of bill as per **Annexure-B**.
7. Undertaking that the samples for supplying of Computer Materials, Packing Materials, Printing Materials & Official Stationeries to be supplied have been duly verified as per **Annexure-C**.
8. Undertaking regarding trueness & correctness of the information submitted by the firm as per **Annexure-D**.

Any quotation not accompanied by requisite documents mentioned here in above is liable to be invalid.

9. The quotationers are required to display the sample of materials on scheduled date prior to opening of the Financial Bids.
10. The Financial Bid must be submitted in the prescribed format as per the schedule with the item wise rate per unit & total financial involvement for the entire work. The tender should be submitted / reached the office of the Managing Director, Odisha State Handloom Weaver Coop. Society Ltd., Boyan Bhawan, PJN Marg, Unit-III, Bhubaneswar latest by 5:00 PM on Dt.10.07.2024. The Pre Qualification Bid will be opened at 11:30 AM on Dt.11.07.2024 in presence of the quotationers or their authorized representatives. The quotationers are required to display their sample of materials in the Conference Hall of Boyanika at 11:00 AM on Dt.12.07.2024. The Financial Bid in respect of the quotationers qualified in Pre Qualified Bid will be opened at 3:30 PM on Dt.12.07.2024.

The volume/numbers/quantity as mentioned in the scheduled is quite approximate & may vary up to any extent either way & work order will be placed in phased manner and payment shall be regulated on the basis of actual procurement and on the rates initially approved. For extra items the quotationers will have to quote rate separately. For all such extra items, the authority reserves the right to pay the lowest of the rates quoted by the competing quotationers.



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No advance shall be paid to the selected quotationers for supply of materials. Payment shall be made only after completion of the supplying of materials.

All the Quotationers should fill the rate quoted in figures as well as in words. The quotation form may be filled in English and all entries made by hand and written in ink. Over writings in rate is not permitted. All corrections should be attested by the quotationers with his initials as many times as corrections occur. Each page of the quotation form and other related papers submitted there-with should be signed by the Quotationers. Any discrepancy in the rates written in figures and words, then rates written in word is final. Similarly discrepancy in the rates quoted for unit rate and total amount, then the rate quoted for unit is final.

The Earnest Money of the successful tenderers will be retained for successful completion of the contract & shall be returned only after contract period.

The undersigned reserves the right to reject any or all quotations without assigning any reasons. Conditional quotations in any form whatsoever will not be qualified/considered and will be liable for outright rejection.

**Sd/-**  
**Managing Director**

C.C to Notice Board.



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**Schedule of Quantities with Specification**

S1	Items	Unit	Qty	Rate per unit	Amount
1	Yarn bill (100 x 4) sheet	Pcs	20		
2	Cloth dispatch format (100 sheet)	Pcs	65		
3	Envelop (rate per thousand)	Pcs	3		
4	Gate Pass (50 x 3) sheet	Pcs	20		
5	Draft approval (100 sheet)	Pcs	10		
6	File Board (25 x 36 cm)	Pcs	100		
7	TA Bill (rate per thousand)	Pcs	1		
8	Purchase bill format	Pcs	50		
9	Money receipt (100 x 2 Pages)	Pcs	15		
10	DCCS (100 x 2 pages)	Pcs	300		
11	Fly leaf	Pcs	1000		
12	Folder	Pcs	25		
13	Note Sheet (100 sheet)	Pcs	50		
14	Peon Book (100 sheet)	Pcs	10		
15	Cash payment voucher (100 sheet)	Pcs	40		
16	Bank payment voucher (100 sheet)	Pcs	40		
17	Bank receipt voucher (100 sheet)	Pcs	20		
18	Journal Voucher (100 sheet)	Pcs	40		
19	CP & RP Bill (100 sheet)	Pcs	20		
20	Vehicle log book (50 F)	Pcs	15		
21	Emporium Register (50 pages)	Pcs	60		
22	Cheque inward register (300 F)	Pcs	2		
23	Cheque outward register (300 F)	Pcs	2		
24	Yarn register (300 F)	Pcs	4		
25	Stationary register (400 F) with index	Pcs	2		
26	Dak dispatch register (300 F)	Pcs	2		
27	Dak diary register (300 F)	Pcs	2		
28	Cloth stock register (750 page)	Pcs	60		
29	Cash Book (200 F), Branch	Pcs	40		
30	Cash Book (400 F), HO	Pcs	4		
31	Rough cash book (200 F)	Pcs	3		
32	Barcode sticker (80 x 35mm) Per Thousand	Pcs	800		
33	Paper hanging sticker Per Thousand	Pcs	800		



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34	Computer pre printed bill 80 GSM Per Thousand	Pcs	220		
35	Ribbon Bar Lipi Line Printer-Telly Gemicom 6800/6600	Pcs	15		
36	Canon NPG-59 Toner Black for Xerox Machine	Pcs	2		
37	Xerox Paper A4 (JK Copier)	Pkt	70		
38	Hessian cloth (40 x 90z)	Mtr	15000		
39	Jute twine (5 ply)	Kg	1000		
40	Ploythine sheet	Kg	1000		
41	Dynapost Envelope (12 x 16)	Pcs	6000		
42	Dynapost Envelope (15 x 19)	Pcs	3000		
43	Iron Clip	Kg	5		
44	Plastic Tag	Pkt	36		
45	Plastic stripe	Bundle	20		
46	Hologram sticker (silver color) 25 x 25mm	Pcs	800000		
47	Netted synthetic bag with handle of size 17" x 13" x 5" (90 GSM) Ghee color both side single color print	Pcs	17000		
48	Netted synthetic bag with handle of size 19" x 16" x 6" (95 GSM) Blue color both side single color print	Pcs	15000		
49	Non woven D cut bag of size 15" x 19" (65 GSM) Ivory color with both side single color print	Pcs	150000		
50	Non woven D cut bag of size 13" x 18" (65 GSM) Ivory color with both side single color print	Pcs	200000		
51	Non woven D cut bag of size 12" x 16" (65 GSM) Ivory color with both side single color print	Pcs	200000		
52	Non woven D cut bag of size 10" x 14" (65 GSM) Ivory color with both side single color print	Pcs	100000		
53	Non woven D cut handle bag of size 16" x 20" (65 GSM) Ivory color with both side single color print	Pcs	30000		



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	STATIONERY				
54	Room Spray	Pcs	24		
55	Carbon (Small)	Pkt	4		
56	Carbon (Big)	Pkt	2		
57	Calculator	Pcs	6		
58	Mat	Pcs	6		
59	Dustbin (Big)	Pcs	2		
60	Dustbin (Small)	Pcs	18		
61	Gum (Big)	Pcs	6		
62	Gum (Small)	Pcs	6		
63	Marker (Writing)	Pcs	24		
64	Marker (Hilghter)	Pcs	6		
65	Pen (Both Side)	Pcs	24		
66	Pen	Pcs	12		
67	Page Marker	Pcs	10		
68	Plastic Bucket (10 ltr)	Pcs	6		
69	Plastic Mug	Pcs	6		
70	Refill	Pkt	10		
71	Rubber Band	Pkt	1		
72	Stamp Ink	Ltr	2		
73	Stapler Pin	Pcs	60		
74	Exercise Rolling Register	Pcs	10		
75	Stapler	Pcs	12		
76	Cello Tape (2 inch)	Pcs	40		
77	Tagging Gun	Pcs	24		
78	Stamp (12 digit)	Pcs	15		
79	LED Tube Light 4'	Pcs	50		
80	40w LED Bulb of Philips/Havels	Pcs	100		
81	50w LED Bulb of Philips/Havels	Pcs	100		
82	18/20w LED Bulb of Philips/Havels	Pcs	50		
83	9w LED Bulb of Philips/Havels	Pcs	20		
84	Cotton Tag (1 Bundle = 50 Pcs.)	Bundle	60		
85	Stamp Pad	Pcs	5		
86	Alpin	Pkt.	30		
87	Turkish Towel (Bombay Dying) - Any Colour (90 CM X 180 CM)	Pcs	30		



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	<b>SANITIZER</b>				
88	Hand Sanitizer	5ltr	125		
89	Hand Sanitizer (Small)	500 gm	120		
90	Phynoil (Nimyle, Doctor's)	Ltr	360		
91	Handwash (Lifebuoy, Dettol, Savlon)	750 ml	96		
92	Sanitizer Spray	250gm	100		
93	Wonder Fresh Naphthalene Balls (Grade 1 Quality) Multi Colour	100gm	50		
94	Odonil (Big)	Pcs	48		
95	Bleaching Powder	Kg	60		
96	Acid	Ltr	4		
97	Gramaxin	Kg	2		
98	Harpic	Ltr	36		
99	Jhaadu (Phulla)	Pcs	50		
100	Jhaadu (Kharika)	Pcs	50		
101	L Brush	Pcs	10		

**Sd/-**  
**Managing Director**



**UNDERTAKING**

**(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)**

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past

**Yours sincerely,  
Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**

**UNDERTAKING**

**(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)**

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company /of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

**Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**

**UNDERTAKING**

**(On the Bidder's Letter Head regarding verification of samples for supplying materials to be supplied)**

I, hereby undertake that sample for supplying of computer materials, packing materials, printing materials & official stationeries to be supplied have been duly verified by me

**Yours sincerely,  
Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**

**UNDERTAKING**

**(On the Bidder's Letter Head regarding trueness of the submitted information)**

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

**Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**