



BHUBANESWAR DEVELOPMENT AUTHORITY
AKASH SHOVA BUILDING,
SACHIVALAYA MARG, BHUBANESWAR – 751001

Ref. No. 32030/BDA
Estt(Store)-07/2022

Dated 05.09 2022

"ADVERTISEMENT FOR PROCUREMENT OF OFFICE STATIONERIES, PRINTING MATERIALS, COMPUTER PAPER & COMPUTER CONSUMABLES FOR THE YEAR 2022-23"

Bhubaneswar Development Authority (BDA) invites sealed quotations/tenders from the intending supplier / printing press/ co-operative stores / manufacturers in the prescribed forms as available in the BDA website bda.gov.in or from BDA office on deposit of non-refundable fees of Rs.1000/- towards the cost of the tender paper.

The detailed tender documents will be available in the BDA website from **09.09.2022 to 28.09.2022**. The last date of submission of sealed quotations/tender is **28.09.2022** by 4.00 P.M. Applicants are requested to send their sealed quotations/tenders as per the prescribed forms through Speed Post / Regd. Post with AD.

BDA has the right to accept/reject any application without assigning any reason thereof.


Secretary 3/9/22
Bhubaneswar Development Authority

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BHUBANESWAR DEVELOPMENT AUTHORITY
AKASH SHOVA BUILDING,
SACHIVALAYA MARG, BHUBANESWAR – 751001

Ref. No. 32029/BDA
Estt(Store)07/2022

Dated 05-09..... 2022

**QUOTATION/ TENDER CALL NOTICE FOR PROCUREMENT OF STATIONERY,
PRINTING MATERIALS, COMPUTER PAPER & COMPUTER CONSUMABLES
FOR THE YEAR 2022-23**

Sealed quotations/tenders are invited in the prescribed forms (available in the BDA Website bda.gov.in or from BDA office on deposit of non-refundable fees of Rs.1000/- (Rupees one thousand only) towards the cost of tender paper for supply of stationery, printing materials, computer paper and computer consumables to BDA from the regular supplier/ co-operative stores/ manufacturers as per requirement from time to time. The applicant may be permanent DIC Regd. Certificate from Govt. of Odisha.

- Applicants are requested to submit the bank draft amounting to Rs.10,000/- (Rupees ten thousand only) as **EMD** with the tender paper in favour of Bhubaneswar Development Authority and payable at Bhubaneswar for each item, as detailed below:
 - Stationeries
 - Printing materials
 - Computer paper and computer consumables.
- The rates should be quoted in the prescribed tender schedule failing which the tender will be rejected straightway.

Sl No	Item	Make/ Brand/ Model	Specification	Unit pack	Unit Price	Tax amount admissible per unit . item	Total price per unit	Remarks



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3. The rates quoted should be inclusive of all taxes, freight and delivery should be made at BDA Office, Akash Shova Building, Pandit Jawaharlal Nehru Marg, Bhubaneswar.
4. Applicants shall have to submit self attested photocopy of valid GST Registration Certificate, upto date GST Clearance Certificate, IT Clearance Certificate, PAN Card and DIC Registration Certificate along with the quotations.
5. The sealed quotation/tender shall be sent only through Speed Post/ Regd. Post with A.D. Hand delivery is not allowed and drop box facility is not available .
6. Applicants should submit the sample papers as required by BDA with the quotations (for printing materials and computer papers) and also produce the other sample at the time of opening of-the quotation for inspection and selection.
7. If the lowest quotationer will be unwilling to supply the materials after opening of the tender its EMD will be forfeited.
8. The period of contract for the supply of all items of materials shall be valid till one year from the date of execution of the contract agreement.
9. BDA reserves the right to reject any or all quotations without assigning any reason thereof. BDA is not bound to accept the lowest financial bid and reserves the right to negotiate the rates and other terms and conditions with the lowest bidder (L 1).
10. The sealed quotations are to be received by the undersigned upto **4.00 PM on 28.09.2022** and will be opened on the same day at 4.30 PM in the presence of the applicants or their authorized representatives.
11. Suppliers using the downloaded form, are required to enclose the cost of tender paper of Rs.1000/- (Rupees one thousand only) along with the quotation in shape of bank draft payable in favour of Bhubaneswar Development Authority at Bhubaneswar towards the cost of tender paper for each item, which is non-refundable failing which the quotation will be rejected.
12. The cover of the quotation should be Super scribed as "**Quotation / Tender for Supply of Stationeries, printing materials, computer paper & computer consumables to BDA for the year 2022-23**" and inside the main envelope two separate sealed envelope must be there i.e. one envelope for "**Technical bid**" & other as "**Financial bid**"