



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

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 01.12.2023** 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 2023-24**" and inside the main envelope two separate sealed envelope must be there i.e. one envelope for "**Technical bid**" & other as "**Financial bid**"



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A. TECHNICAL BID - On this envelop it should be super scribed as "**Technical bid**" and should be submitted with following documents

- i. Photo copy of upto date GST clearance certificate, GST Registration Certificate, IT clearance Certificate, PAN Card, DIC Registration certificate.
- ii. Bank draft or Pay order for Rs. 1000/- (Rupees One thousand only) i.e. cost of tender paper which is non- refundable .
- iii. Bank draft or Pay order for Rs.10,000/- (Rupees ten thousand only) as EMD in favour of BDA, Bhubaneswar
- iv. Sample of papers (for printing and computer papers).

If the applicant qualifies in technical bid, after assessment of the same, due intimation would be sent to the applicant for opening of the financial bid. If the applicant has been blacklisted by Govt. of Odisha or any Corporation or PSOS of State Govt. then they are debarred from participating in the tender/ quotation.

b. FINANCIAL BID - On this envelop it should be super scribes as "**Financial bid**" the applicants must quote the rates in the prescribed format.

13. The specified materials can be seen on any working day between 2 P.M. to 4 P.M. at BDA Main office store.
14. BDA is not responsible for any postal delay.
15. Quotations should preferably be type written/ computerized and any correction or overwriting should be duly attested.
16. All the transit risks shall be the responsibility of the supplier. Price quoted shall be F.O.R. delivery in BDA store.
17. If the supplier fails to supply the order in full within the stipulated period, it may lead to forfeiture of EMD & blacklisting of the supplier(s).
18. On delivery, the supplied materials shall be inspected by the Inspection Committee to verify the quantity, specification, quality for which order was placed. If it turns out to be otherwise the acceptance of delivery shall be refused at the risk & responsibility of the suppliers.


Secretary 8.11.23
Bhubaneswar Development Authority