



ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD.

Ref. No. 2297
OSCHC/PRINT-STAT/2026-27-01

Date 23rd July 2026

TENDER CALL NOTICE

PROCUREMENT OF PRINTING & STATIONERY ITEMS ON ANNUAL RATE CONTRACT

1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of Printing & Stationery items to **Odisha State Co-operative Handicrafts Corporation Ltd. (UTKALIKA), D-2/3 & 4, Rasulgarh Industrial Estate, Rasulgarh, Bhubaneswar-751010** for a period of one year on an annual rate contract basis.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from our website: www.utkalikaodisha.com.
3. The tender will have to be submitted in two parts i.e. **technical bid (Cover-A)** and **price bid (Cover-B)**. The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope superscribed as "**Tender for Supply of Printing & Stationery Items on Annual Rate Contract Basis to OSCHC Ltd.(UTKALIKA) in reference to advt. No.OSCHC/PRINT-STAT/2026-27-1 dtd.23.07.2026**".

The tenders should be addressed to:

The Managing Director, Odisha State Co- Operative Handicrafts Corporation Ltd. (UTKALIKA), D-2/3 &4, Rasulgarh Industrial Estate, Rasulgarh, Bhubaneswar-751010, Dist.- Khordha, Odisha.

The last date & time of submission of tender is 18th August 2026, up to 3 PM. The tender shall be opened on **18th August 2026, 4 PM.** at the Conference Hall of Odisha State Co-operative Handicrafts Corporation Ltd., Rasulgarh, Bhubaneswar in the presence of tenders or their authorized representative who may wish to be present.

It is requested that tender indicating the rate for different items be furnished in the specified formats as mentioned in the tender.

Terms & Conditions

It may be noted that rates shall be quoted against the brand of items mentioned below at Tender Format – Cover B (Price Bid) at Annexure-I & II. **Rates should not be more than MRP.** Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Cover A – Part 1, fulfilling all the terms & condition of the tender document], their **Price Bid** (Cover B - Part 2) shall **only** be opened.

1. The firm should have GSTIN & PAN.
2. The firm should have **audited** annual turnover of **Rs. 10 Lakhs** in **each** of the **last three financial years** [2023-24, 2024-25 & 2025-26]. Should submit the **audited** balance sheet and P&L Account statement (of the last three financial years i.e. 2023-24, 2024-25 & 2025-26) duly signed by a Chartered Accountant.
3. Tender must be accompanied by **Tender document Cost** of **Rs.1,000/-** (Non-refundable) and **EMD of Rs. 16,000/- (Rupees Sixteen thousand) only**, in the technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favour of the Managing Director, OSCHC Ltd. payable at Bhubaneswar. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the job without interest.
4. The firm should have past experience in supply of Printing & stationery items to Govt., PSUs or reputed corporate bodies / Pvt. Organizations during the last three years. The firm has to furnish the work order / contract copies in support that.
5. The firm will have to submit an **Affidavit** (*On original Non-Judicial Stamp Paper of Rs.20/-*) in the technical bid with the following clauses: -
 - a) Our organization has not been blacklisted by any Government Organization
 - b) Our organization does not have any legal suit / criminal case pending against it for violation of GST or any other law.
 - c) The Odisha State Co-operative Handicrafts Corporation Ltd. Rasulgarh will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our organization.
 - d) Our organization agrees to abide by all terms & conditions of tender
 - e) Our organization will quote prices inclusive of all taxes.
6. In the technical bid, the firm will also have to submit the photocopies of PAN, GST registration having GSTIN and Audited balance sheet, P&L Account statement (of the last three financial years) duly signed by a Chartered Accountant.

7. The firms/ Agencies shall quote for **either category of items** mentioned in the **Annexure I or II or for both the categories** by submitting the required EMDs as cited at Clause No. 3 above. The bidders **should not quote** any **other brand** which are **not mentioned** in the list of items mentioned at Annexure I &

II. **Item wise evaluation** shall be made to arrive at the lowest bidder of that item(s).

8. The supplier selected shall have the responsibility to supply the Printing & Stationery items mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of Odisha State Co-operative Handicrafts Corporation Ltd., Rasulgarh, Odisha as & when required in phased manner.
9. This rate will be applicable for purchase of the Printing & Stationery items for **one year** from the date of signing of contract on an **annual rate contract basis**.
10. The suppliers shall also ensure that the quality and quantity have to be as per the supply order and approved rate contract.
11. The supply of items shall be made within 15 days after placement of supply order at the Office of the Odisha State Co-operative Handicrafts Corporation Ltd. Rasulgarh Bhubaneswar-751010, Odisha and supplier shall submit the bill in duplicate for payment at the approved rate in respect to the quantity of items supplied.
12. The approved supplier shall have to furnish a performance security of Rs.16,000/- (Rupees Sixteen thousand) only) in the shape of demand draft in favour of **the Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd.** payable at Bhubaneswar which will be retained till successful completion of the rate contract period. However, the EMD(s) submitted by the approved bidder at the time of bid submission may be converted to Performance Security and in that case the approved bidder does not have to submit any additional performance security.
13. In case of failure on part of the approved supplier to supply the items mentioned at Annexure-I & II as per supply order within stipulated period, the Managing Director shall have the liberty to purchase those items from other sources and the approved supplier shall be liable to pay the excess amount which this Corporation may have to incur being the different of actual amount of purchase minus the amount as per approved rates. Accordingly, the difference as aforesaid shall be recovered from the approved supplier from the performance security deposit amount.
14. For any dispute, decision of the Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd. Rasulgarh, Bhubaneswar shall be final.
15. All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

16. The bidders must be Bhubaneswar/ Cuttack based as on the date of submission of the bid. Relevant documents in support of incorporation are to be furnished.
17. The Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd. Rasulgarh, Bhubaneswar reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

By order of the Managing Director,

CAH
23.07.2026
General Manager

**TENDER PAPER
FOR SUPPLY OF
PRINTING &
OFFICE
STATIONARY
ITEMS FOR THE
FINANCIAL
YEAR 2026-27.**

TENDER FORMAT

Part -1

(Technical Bid) – Cover A

(to be furnished in Cover A-Technical Bid)

1	Name of the Organization	
2	Address of the Organization	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory	
5	Pl. mention, whether quoted for Annexure-I OR Annexure-II Items OR for both Annexure-I & Annexure-II Items	
6	Telephone number of authorized signatory / Organization	
7	GST registration acknowledgement	(Photo copy to be attached)
8	GSTIN (GST identification number)	
9	PAN	(Photo copy to be attached)
10	Draft number and date of the Tender Document Cost of Rs.1,000/- (Non-refundable)	(Draft to be submitted)
11	Draft number and date of the EMD of Rs. 16,000/-	(Draft to be submitted)
12	Annual Turnover (Audited balance sheet and P&L Account Duly signed by Chartered accountant (of the last three financial years i.e. 2021-22, 2022-23 & 2023-24)	(Photo copy to be attached)
13	Affidavit of declaration certified by Notary that the organization does not have any legal suit / criminal case pending against it for violation of GST or any other law and agrees to abide by all terms & conditions of the tender.	(Affidavit in original non-judicial stamp paper of Rs.20/-) certified by Notary with clauses as mentioned in clause no. 4 of the terms & conditions)
14	Past experience in supply of Printing/stationery items to Govt., PSUs or reputed Corporate bodies / Pvt. Organizations during the last 3 years.	(Furnish the photocopy of the work orders / contract copies of different Govt. / Pvt. Organizations during the last 3 years)
15	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

TENDER FORMAT (PART-II), PRICE BID- COVER-B,PART-2 (TO BE FURNISHED IN COVER B-PRICE BID) ANNEXURE-1 (PRINTING ITEMS)

ODISHA STATE CO.OP.HANDICRAFTS CORPORATION,D-2/3 &4 , RASULGARH IE, RASULGARH, BHUBANESWAR-751010

Form for Submission of Tender Paper for Printing Items for the year - 2026-27

Sl. No.	Particulars	Size	Quality of paper	Quantity	Rate (Including GST)		Remarks
1	Advance requisition form (other than T.A) Size 8x10.5x1x100	Size 8X10.5X1X100 (One side printing with half pound board at bottom)	Sample at HO				To be supplied as per sample of head office of OSCHC Ltd., Rasulgarah
2	Attendance Register 100 Folio	8 1/2" x 13 1/2" Cover binding with fall cloth and printing	Sample at HO				
3	Bank Payment Voucher (1X100) Yellow Color	8.5"X7" printing with pad setting with Half Pound Board.	Sample at HO				
4	Bank Receipt Voucher (1X100) (Light Green)	8.5"X7" printing with pad setting with Half Pound Board.	Sample at HO				
5	Cash Book - Head Office 300pg	8.12" x 13.5" canvas with full cloth binding in dexing and printing					
6	Cash Memo, Ekamra Haat, Bhubaneswar (1X3X100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
7	Cash Memo, Airport, Bhubaneswar (1X3X100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
8	Cash Memo, Bangalore (1x3x100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				

9	Cash Memo, Bhubaneswar (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
10	Cash Memo, Cuttack (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
11	Cash Memo, Grand Centre Puri (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
12	Cash Memo, Jeypore (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
13	Cash Memo, Navi Mumbai (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
14	Cash Memo, New-Delhi (1x4x100)	Size 8. 1/2 x 7" demy cloth lining with 1.50 pound brard	Amarabati 4 Copy SPA 1 Copy				
15	Cash Memo, Pipli (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
16	Cash Memo, Pune (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
17	Cash Memo, Rourkela (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
18	Cash Memo, Sambalpur (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				

To be supplied
as per sample
of head office
of OSCHC Ltd.,
Rasulgarah

19	Cash Memo, General (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy					
20	Cash Memo, Hyderabad (1X3X100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy					
21	Cash Memo, Kolkata (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy					
22	Cash Sheet for Branch (1x100)	13"x16" printing with pad setting with Half Pound Board.						
23	Cash Payment Voucher (1x100)	8.5X7 printing with pad setting with Half Pound Board.	Sample at HO					
24	Credit Bank Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO					
25	Credit Bill (1x4x25)	8.5"x10.5" demoy cloth lining with 1.5 pound Board.	Amarabati 3 Copy SPA 1 Copy					
26	DCCS Journal Voucher (1X100)	A-4 Size (Printing with pad setting with Half Pound Board.)	Sample at HO					
27	D.F.A Pad (1x100)	8" x 13" printing with pad setting with half pound board.						
28	Debit Bank Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO					
29	Debit Cash Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO					
30	Envelop 10"x5"	Bi - Colour Printing						
31	Envelop 12" x 8.5"	Bi - Colour Printing						
32	Fly Leaf	10"x14" Bi-colour printing with pasted cloth in middle 2.1/2"						

To be supplied
as per sample
of head office
of OSCHC Ltd.,
Rasulgarah

33	General Ledger 500 pg with index	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy					
34	General Ledger 700 pg with index	9" x 14" canvas binding with full cloth indexing and printing						
35	Invoice - Cum - Challan (1x4x25)	8" x 10.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy					
36	Invoice - Cum - Challan (1x4x50)	8" x 10.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy					
37	Journal Register 100 Folio	8 1/2" x 13 1/2" Canvas binding with fall cloth indexing and printing						
38	Journal Register 200 Folio	8 1/2" x 13 1/2" Canvas binding with fall cloth indexing and printing						
39	Journal Register 400 Folio	8 1/2" x 13 1/2" Canvas binding with fall cloth indexing and printing						
40	Journal Voucher 1x 100	8.5X7 printing with pad setting with Half Pound Board.	Sample at HO					
41	Ledger 200 folio with index	8.5" x 13.5" canvas binding with cloth indexing & printing						
42	Letter Pad (1x100) A4 size	8" x 11.1/2" with pad setting with half pound board (Bi-Colour printing)	J. K. Paper					
43	Mail inward 100pg	8.5" x 13.5" canvas binding with full cloth and printing.						
44	Mail inward 200pg	8.5" x 13.5" canvas binding with full cloth and printing.						
45	Mail outward 100pg	8.5" x 13.5" canvas binding with full cloth and printing.						

46	Mail outward 200pg	8.5" x 13.5" canvas binding with full cloth and printing.						
47	Money receipt book 1x2x100 size 5" x 8.5"	One side printing demy cloth lining with 1.5 pound board						
48	Money receipt book 1x2x50 size 5" x 8.5"	One side printing demy cloth lining with 1.5 pound board						
49	Money Receipt Size- 8x10.5x1x100	One side printing with half pound board at bottom						
50	Monthly Craft wise return 1x3x50	8.5" x 12.5" printing with pad setting with half pound board	Amarabati two copy one copy SPA					
51	Note Sheet (1x100)	8" x 13" both side printing with pad setting half pound board.						
52	Packing List (1x4x50)	10.1/2" x 8.5" printing stitching with cloth binding and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy					
53	Price Sticker	1" x 2" one side printing						
54	Purchase Order (1x4x50)	10.1/2" x 8.5" printing stitching with cloth binding and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy					
55	Purchase Voucher (1x4x50)	10.1/2" x 8.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy					

To be supplied
as per sample
of head office
of OSCHC Ltd.,
Rasulgarah

56	Requisition Slip 1x100 size 8-5" x 5"	One side printing with half pound board at bottom Sample at HO								To be supplied as per sample of head office of OSCHC Ltd., Rasulgarah
57	Rough Pad / Note pad size 8" x 8 1/2 ", 1x50	Size 8" x 8 1/2 ", 1x50	Sample at HO							
58	Sticker (Washing Instruction)	Size 2.5"X9"	Sample at HO							
59	Store Ledger 100pg	8.1./2"x13.1/2" Canvas binding with full cloth indexing and printing								
60	Store Ledger 200pg	8.1./2"x13.1/2" Canvas binding with full cloth indexing and printing								
61	Subsidiary ledger 100 folio, with index	8.5" x 13.5" canvas binding with cloth indexing & printing								
62	T.A. Bill Form	Size 8x13 DF one side printing with half pound board at bottom								
63	Tour Certificate form 8" x 13"	Size 8x13 DF one side printing with half pound board at bottom	Sample at HO							
64	Travelling Advance requisition Form	Size 8x10.5" (1x100) one side printing with half pound board at bottom								
65	Verification Sheet 1x100	13"x16" printing with pad setting with Half Pound Board.	Sample at HO							

To be supplied
as per sample
of head office
of OSCHC Ltd.,
Rasulgarah

66	Voucher Abstract 1x100	8.5"x13 printing with pad setting with Half Pound Board.	Sample at HO					
----	------------------------	--	--------------	--	--	--	--	--

NB: Technical Bid with cover-A and Financial Bid with cover-B, Part-2 contains as Tender Paper in

- 1 Copy of GST registration certificate and PAN card to be submitted.
- 2 Money receipt/ Demand Draft in original for purchase of tender paper is to be submitted
- 3 Affidavit on Non-Blacklisting certificate executed on an original Rs.20 Stamp Paper, certified by a Notary Public to be submitted.
- 4 EMD of Rs.16,000 /- will be deposited on order amount before execution of order.
- 5 In Case of failure for execution of order in full with in the stipulated period liable for forfeited of EMD
- 6 The tender should reach this office on or before **Dt.18.08.2026 upto 3:00 pm through Registered post/ Speed Post/ Courier** on or
- 7 The tender paper will be open on **Dt. 18.08.2026 at 3.00 PM** in presence of the Tenderer or their authorised representatives and
- 8 Copies of past supply/ work orders of matching nature from Government Departments, PSUs or reputed corporate bodies within the
- 9 Audited Balance sheet and profit and loss Statement for the last three consecutive financial year showing a minimum annual turnover
- 10 The Financial bid only those bidders who qualify the Technical evaluation stage will be opened. The rates quoted must remain valid for
- 11 For details please contact with the liasoning officer **Sri Kriti Ranjan Mohanty, Ph. No.-7894742173**
- 12 The authority reserves the right to accept/ reject any or all tenders or any part without assigning any reason thereof.

Signature of Tenderer

TENDER FORMAT (PART-II), PRICE BID- COVER-B,PART-2 (TO BE FURNISHED IN COVER B-PRICE BID)
ANNEXURE-II (STATIONERY ITEMS)

**ODISHA STATE CO-OP.HANDICRAFTS CORPORATION, D -2/4, RASULGARH INDUSTRIAL ESTATE,
BHUBANESWAR-10**

Form for Submission of Tender Paper for Stationery items for the year of 2026-27

Sl No	Name of the item	Brand	Size	Unit	Rate	Remarks
1	Attender Register		No. 8	Per Pcs		
2	Attender Register		No. 4	Per Pcs		
3	Audit Pencil			Per Pcs		
4	Acidic floor cleaner		500 ml	Per bottle		
5	A-4 Paper	JK		Per Packet		
6	Battery (Big)	Eveready		Per Pcs		
7	Battery (Small) (Pencil)	Eveready		Per Pcs		
8	Collin Spray		500 ml	Per bottle		
9	Colling Bell (Hand)			Per Pcs		
10	Cello Tape		2"	Per Packet		
11	Cello Tape		1"	Per Packet		
12	Cello Tape		1/2"	Per Packet		
13	Carbon Paper (Small)	Kores		Per Packet		
14	Carboon (Big)	Kores		Per Packet		
15	Cover File			Per Pcs		
16	Clip File			Per Pcs		
17	C.F.L. Bulb	Philips	9W	Per Pcs		
18	LED Bulb	Philips	9W	Per Pcs		
19	Calculater	ORPAT		Per Pcs		
20	Dustbin (Plastic)			Per Pcs		
21	Double head Pen	Link		Per Pcs		
22	Correction Fluid	Kores	Pen	Per Pcs		
23	Duster Cloth	Showstopper Microfibre		Per Pcs		
24	Budkin (Fodani)			Per Pcs		
25	File Board			Per Pcs		
26	L Folder (Plastic)		A-4/FS	Per Pcs		
27	Febicall			Per Pcs		
28	Fevicol Majestic		200 ml.	Per bottle		
29	Guard File			Per Pcs		
30	Gamaxine Powder		1/2 Kg Pkt	Per Packet		
31	Glass Tumbler			Per Pcs		
32	Gems clip / U clip			Per Packet		
33	Harpic		500 MI	Per bottle		
34	Harpic Tablet			Per Pcs		
35	Marking Pen	Camel		Per Pcs		
36	Mug (Plastic)			Per Pcs		
37	Note pad	Luxor	7"X8.5"	Per Pcs		
38	Napthalene Balls		100 gm	Per Packet		
39	Detergent Powder		1/2 Kg	Per Packet		
40	Odonil for Bathroom			Per Packet		
41	Phenyl liquid	White	1 Ltr	Per Bottle		
42	Peon book			Per Pcs		
43	Pencil	Apsare		Per Pcs		
44	Pencil Cutter			Per Pcs		

45	Paper Weight (Glass)			Per Pcs		
46	Pen stand (Executive)	Acrylic		Per Pcs		
47	Phool Jhadu			Per Pcs		
48	Double head punching Machine	Camel		Per Pcs		
49	Single head punching Machine	Camel		Per Pcs		
50	Rolled Register		18 No.	Per Pcs		
51	Rolled Register		16 No.	Per Pcs		
52	Rolled Register		14 No.	Per Pcs		
53	Rolled Register		12 No.	Per Pcs		
54	Rolled Register		10 No.	Per Pcs		
55	Rolled Register		8 No.	Per Pcs		
56	Rolled Register		6 No.	Per Pcs		
57	Rolled Register		4 No.	Per Pcs		
58	Rolling Pages		1 Rim	Per Rim		
59	Reffil small			Per Pkt		
60	Room freshner, (Sandal, Jashmine, lemon, Champa)	Riya		Per bottle		
61	Eraser			Per Pcs		
62	Stappler Small	Kangaroo	No- 10	Per Pcs		
63	Stappler Big	Kangaroo		Per Pcs		
64	Stappler Pin Small		No - 10	Per Pcs		
65	Stappler Pin Big			Per Packet		
66	Scale (Steel)	Camel	12"	Per Pcs		
67	Stamp Pad Ink		200 ml	Per Pcs		
68	Stamp Pad			Per Pcs		
69	Scissior (Big)			Per Pcs		
70	Scissior (Medium)			Per Pcs		
71	Scissior (Small)			Per Pcs		
72	Tag	NEON		Per Packet		
73	Tube light	Philips	40 W	Per Pcs		
74	Turkish (75 X 150) cm	Bombay Dyeing	Big	Per Pcs		
75	Cotton Towel (70 x 140)cm		Small	Per Pcs		
76	Once use Pen			Per Pcs		
77	Hand wash	Dettol(Anti Bacterial)	200 ml	Per bottle		
78	Arch file (big)			Per Pcs		
79	File Flag (Colour)			Per Packet		
80	Sanitizer	Dettol(Anti Bacterial)	5 ltr	Per Pcs		

NB:

Technical Bid with cover-A and Financial Bid with cover-B, Part-2 contains as Tender Paper in cover-C

- 1 Copy of GST registration certificate and PAN card to be submitted.
- 2 Money receipt/ Demand Draft in original for purchase of tender paper is to be submitted

- 3 Affidavit on Non-Blacklisting certificate executed on an original Rs.20 Stamp Paper, certified by a Notary Public to be submitted.
- 4 EMD of Rs.16,000 /- will be deposited on order amount before execution of order.
- 5 In Case of failure for execution of order in full with in the stipulated period liable for forfeited of EMD
- 6 The tender should reach this office on or before **Dt.18.08.2026 upto 3:00 pm** through **Registered post/ Speed Post/ Courier** on or schedule closing time . Hand delivery or late submission will be summeraliy rejected.
- 7 The tender paper will be open on **Dt. 18.08.2026 at 3.00 PM** in presence of the Tenderer or their authorised representatives and officials of the Corporation.
- 8 Copies of past supply/ work orders of matching nature from Government Departments, PSUs or reputed corporate bodies within the last three years.
- 9 Audited Balance sheet and profit and loss Statement for the last three consecutive financial year showing a minimum annual turnover of Rs.10 lakhs, duly certified by a Chartered Accountant
- 10 The Financial bid only those bidders who qualify the Technical evaluation stage will be opened. The rates quoted must remain valid for a period of one (1) year and must be inclusive of all taxes, packaging and delivery charges to the OSCHC Ltd. premises.
- 11 For details please contact with the liasoning officer **Sri Kriti Ranjan Mohanty, Ph. No.-7894742173**
- 12 The authority reserves the right to accept/ reject any or all tenders or any part without assigning any reason thereof.

Signature of Tenderer