



Mo School Abhiyan Parichalana Sangathan



Mo School

No. 1674 (MSA/23
389 (POC)/23

Date: 26/05/23

NOTICE INVITING TENDER FOR SUPPLY OF OFFICE STATIONERY

Mo School Abhiyan Parichalana Sangathan invites sealed tenders from different firms/dealers having valid up-to-date VAT registration for Supply of Office Stationery to the Office of Mo School Abhiyan Parichalana Sangathan, A1 Block 6th Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007

The detailed terms and conditions along with other informations are available on the website www.moschool.in which may be downloaded for reference. Interested parties may submit their tenders super-scribing as "Tender for Office Stationery" to the undersigned through registered post/speed post/courier only, which should reach on or before 05:00 P.M. of 16-06-2023 positively and the same will be opened at 06:00 P.M. on the same day by a Committee in presence of the Participants, who wish to attend the Tender Opening Meeting. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

-Sd/-

Member Secretary, MSAPS



Mo School Abhiyan Parichalana Sangathan (MSAPS)

TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERY

1. Sale of tender paper: The prospective bidders may download the complete set of the tender documents attach below along with the cost of the tender paper of Rs.100/- only (including GST) (non-refundable) in shape of Demand Draft/ Pay Order from any Nationalized/ Scheduled Bank in favour of Mo School Abhiyan Parichalana Sangathan, payable at Bhubaneswar. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Drafts/ Pay Orders. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the Office notice board of Mo School or download from website of MSAPS www.moschool.in.
2. The tender should reach the office of Mo School Abhiyan Parichalana Sangathan, Toshali Plaza, A1 Block, Satyanagar, Bhubaneswar-751007 by ~~16-06-2023~~ at ~~05:00 P.M~~ and the tenders will be opened at ~~06:00 P.M~~ on the same day. In case this date happens to be a holiday for Mo School for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place.
3. Bidders may be present in person or through their representative (s) during the opening of tender at ~~06:00 P.M~~ on ~~16-06-2023~~
4. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.
5. Bid Price:
 - a) The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid. The Financial Bid shall contain only the Price Bid and the Technical Bid shall contain all other documents as per the tender terms along with EMD & Tender paper cost except Price Format. The Technical Bid & Financial Bid should be covered in two separate envelopes clearly writing on the top of the envelope as Technical Bid & Financial Bid respectively and these two bids shall be covered in a big envelope writing on the top of that "Tender for Office Stationery".
 - b) The tender is for all the items as mentioned in the Price Format for each Package of the Financial Bid. The list of items along with package-wise format of quotation is placed at Annexure-I, which should be used. Package price will be taken into consideration, not individual item price. If rate for any of the items in a package is not quoted, the tender may not be taken into consideration.
 - c) The quoted rates shall include all duties and taxes and the bidder's cost towards insurance, packing & forwarding and delivery at Mo School.
 - d) The price quoted shall remain unchanged for a period of one year from the Date of signing of contract.

e) The quantity mentioned may vary at the time of procurement.

6. Bid Security/ EMD:

The bidder shall furnish bid security/ EMD amounting to 2% of the total value for each Package in shape of Demand Draft/ Pay Order in favour of Mo School Abhiyan Parichalana Sangathan, payable at Bhubaneswar. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if (i) a bidder withdraws its bid during the period of bid validity or (ii) the successful bidder fails to submit the Performance Security.

7. Each bidder shall submit only one bid for both the packages or for individual package.

8. Tender shall remain valid for a period not less than 90 days after the last date of submission specified in the tender.

9. The bidder shall furnish attested photocopies of up-to-date GST clearance and photocopy of GST certificate.

10. Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of purchase order.

11. Order will be placed in a phased manner for a period of one year and the quantity mentioned can increase or decrease at the time of placement of Purchase Order.

12. Supply of material should be completed within 15 days from the date of receipt of the order otherwise Liquidated Damage will be charged @ 1% per week or part thereof on the value of delayed Goods, subject to a maximum of 4% of Purchase Order value, which will be deducted from the payment due.

13. Performance Security:

a) The successful Bidder will submit Performance Security for Rs. _____/- for each package in shape of Account payee Demand Draft/Pay Order from any Nationalized/ Scheduled Bank in favour of "Mo School Abhiyan Parichalana Sangathan.", payable at Bhubaneswar.

b) The EMD of all the Bidders shall be returned immediately after the successful Bidder submits the performance security as per the Order. If the successful Bidder fails to submit the Performance Security, the EMD of that Bidder will be forfeited, Order will be cancelled and the Bidder will be debarred from MSAPS for three years.

c) The Performance Security of the successful Bidder will be returned to the Bidder without interest only after successful completion of the contract period.

14. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm. In such case, MSAPS shall



have the liberty to purchase those items from other sources and the excess amount which MSAPS may have to incur on account of purchase of the items from other sources shall be recovered from the successful bidder by forfeiting the Performance Security deposited by the successful bidder.

15. Eligibility Criteria

The Bidders must fulfil the following eligibility criteria to participate in the tendering process –

- a) Must have supplied office stationery to at least two Government/ Semi Government/ Public Sector Undertaking Clients during last three Financial Years i.e. 2020-21, 2021-22 & 2022-23. (Self-attested copies of Purchase Orders received from Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years i.e. 2020-21, 2021-22 & 2022-23 are to be furnished along with information in Annexure –II).
- b) Minimum Annual Turnover of Rs.20 Lakh during each of the last 3 Financial Years i.e. 2019-20, 2020-21, & 2021-22. (Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets are to be furnished. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.)

Apart from above, the Bidders shall also furnish the following documents-

- i. Self-attested copy of PAN Card
- ii. Self-attested copy of GST Registration Certificate.
- iii. Self-attested copy of up-to-date GST Clearance Certificate.
- iv. Required EMD
- v. Required Tender Paper Cost
- vi. Quotation in the prescribed Format.
- vii. Undertaking that the firm has not been blacklisted by any Govt. Organization.

16. Evaluation and Selection

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- c) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below –

Mo School Abhiyan Parichalana Sangathan, Toshali Plaza, A1 Block, Satyanagar, Bhubaneswar-751007.

Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

17. **Issue of Purchase Order:**

- a) The Purchase Order will be placed on the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- c) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

18. **Payment.**

- a) Payment will be made after completion of full supply as per order.
- b) In case any defect is noticed while using the items, the same will be replaced by the Supplier immediately and no payment will be made for the defective items.

Sd/-

Member Secretary, MSAPS

FINANCIAL BID

Price Format for Package – I

SL. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of GST included in the Unit Rate
1.	Arch File Card Board with Liver (14" x 10")	No.		
2.	Arch File Plastic 2-D Ring Binger (25 MM)	No.		
3.	Binder Clip 199 mm	No.		
4.	Binder Clip 21mm	No.		
5.	Binder Clip 25 mm	No.		
6.	White Board Marker	No.		
7.	Brown Tape for Packing 2" and 50 mtr.	No.		
8.	Calculator 12 Digit with Warranty	No.		
9.	Cash Register - Legal Size (number-wise)	No.		
10.	Cello Tape 1" and 50 mtr.	No.		
11.	Cello Tape 2" and 50 mtr.	No.		
12.	Color Card Post Card Size (per 100 Card)	Set		
13.	Correction Fluid with Diluter	No.		
14.	Correction Pen	No.		
15.	Cover File Polly-Coated	No.		
16.	Cello Tape Dispenser	No.		
17.	Drawing Sheet	No.		
18.	Engagement Stand	No.		
19.	Envelope A3 Laminated (Brown) with Printed	No.		
20.	Envelope A4 Laminated (Brown) with Printed	No.		
21.	Envelope A3 size cloth Laminated (Brown) with Printed	No.		
22.	Envelope A4 size cloth Laminated with Printed	No.		
23.	Eraser	No.		
24.	Paper Flag-Coloured (Four Colours) Size 1" x 3" (50 x 4 Colours)	Set		
25.	Flip Chart (25 Sheets, 25 mm Grid rule)	Set		

26.	Plastic Bottom Folder (Full Scape) with Single Bottom	No.		
27.	Folder Executive (Full Scape)	No.		
28.	Executive Folder Leather Finish	No.		
29.	L Folder A4	No.		
30.	Glossy Paper for photo printing A4 (20 Sheet 180 GSM)	Set		
31.	Gum Stick 15 gm.	No.		
32.	Highlighter	No.		
33.	James Clip Plastic Coated (100 Clips)	Set		
34.	Letter Despatch/ Receipt Register	No.		
35.	File Packing Cloth (Red) per 1 mtr.	Mtr.		
36.	OHP Sheet A4 (100 Sheet Pack)	Set		
37.	Paper Cutter MRP Rs.10/-	No.		
38.	Paper Tray Plastic (Full Scape)	No.		
39.	Paper Weight (Glass) (Square Shape)	No.		
40.	Paper Weight (Fiber) Square Shape)	No.		
41.	Permanent Marker	No.		
42.	Pen - MRP Rs.10/-	No.		
43.	Executive Pen - MRP Rs.60/-	No.		
44.	Pen - MRP Rs.30/-	No.		
45.	Pen - MRP Rs.5/-	No.		
46.	Pen - Two-Sided	No.		
47.	Pencil	No.		
48.	Pencil Battery AAA MRP Not Less than Rs.12/-	No.		
49.	Pencil Battery AA MRP Not Less than Rs.12/-	No.		
50.	Peon Book	No.		
51.	Punching Machine - Double	No.		
52.	Punching Machine - Single	No.		
53.	Refills for all Available Pens of Rs.5/-	No.		
54.	Refills for all Available Pens of Rs.10/-	No.		
55.	Rubber Ring Elastic 100 gm. Pkt. 2"	No.		
56.	Register Ruled	No.		
57.	Scale Steel 12" Good Quality	No.		

58.	Scissor 12" Plastic Handle	No.		
59.	Scissor 6" Plastic Handle	No.		
60.	Signature Pad	No.		
61.	Sketch Pen (Pkt. of 10)	No.		
62.	Stamp Pad 8 cm x 12 cm	No.		
63.	Stamp Pad Ink 100ml.	No.		
64.	Stapler Pin Medium 24/6	Set		
65.	Stapler Pin Small No.-10 1M	Set		
66.	Stapler Pin Medium HD 45	Set		
67.	Stapler Small 10M	No.		
68.	Stapler Pin Big 26/10 (20 x 50 Pack)	Set		
69.	Steno Khata 100 Pages	No.		
70.	Sticky Pad (3" x 3")	No.		
71.	Stock Register 360 Pages (Legal Size)	No.		
72.	File Tag (50 Nos.) 5.5" White Thread	Set		
73.	Towel for Chair (88 x 175) CM	No.		
74.	Hand Towel (16" x 24")	No.		
75.	Visiting Card Holder-120 Cards (11cm x 19cm)	No.		
76.	Writing Pad 5 Subject, Pages 300, Size 14 x 21.6 CM Spiral	No.		
77.	Writing Pad 160 Pages 70 GSM Spiral, Size 14 x 21.6 CM Single Ruled	No.		
78.	Writing Pad Spiral 1/6 (100 Pages)	No.		
79.	Writing Pad General 70 GSM 40 Pages	No.		
80.	Hard Board File with Lace	No.		
81.	Copier Paper Legal Size 75 GSM (500 Sheets)	Set		
82.	Copier Paper A4 75 GSM – 500 Sheets	Set		
83.	Calling Bell Cord Less with Remote	No.		
84.	Door Mat Plastic Grass Type (Rate per Sq. Ft.)	No.		
85.	Extension Cord 5 mtr. With 5 Sockets	No.		
86.	Rat Killer	No.		
87.	Mosquito Repelling Machine	No.		
88.	Mosquito Liquid	No.		
89.	Water Bottle Plastic (1 ltr.)	No.		

Gross Total Cost: Rs _____ (Rupees) only(Including all Taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:

Signature of the Bidder

Place:

Name & Business Address:

Price Format for Package – II

Sl. No.	Name of the Items	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of GST included in the Unit Rate
1.	CD-RW 700 MB/52x with cover (Moserbaer)	Pc.		
2.	DVD-RW 4.7 GB/4x with cover, (Moserbaer)	Pc.		
3.	Toner/Printer Cartridge 81A	Pc.		
4.	Tonner/Printer Catridge 88A	Pc.		
5.	Computer extension cord (having four plug point)	Pc.		
6.	Pen Drive (8 GB Capacity) brand Transcend/ Moserbaer/ SanDisk)	Pc.		
7.	Pen Drive (16 GB Capacity) brand Transcend/ Moserbaer/ SanDisk)	Pc.		
8.	Mouse pad (Good Quality)	Pc.		
9.	Portable Hard disk drive with cover: {(1 TB capacity (32-bit and 64-bit)}	Pc.		

Gross Total Cost: Rs. (Rupees) only(Including all Taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:

Signature of the Bidder

Place:

Name & Business Address:

Annexure-II

Format for submission of past performance

Sl. No.	Year	Order No. with Date	Order value	Name of the Organization
1.	2022-23			
2.	2021-22			
3.	2020-21			
Total				

Date:

Signature of the bidder

Place:

Name and Address of the Bidder



CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes/ No)</u>	<u>Page No.</u>
Earnest Money Deposit (EMD) :		
Tender Paper Cost :		
Self-Attested copy of VAT Registration Certificate :		
Self-Attested copy of PAN Card :		
Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets for F.Y.s 2019-20, 2020-21, & 2021-22 :		
Self-Attested copy of up-to-date VAT Clearance Certificate :		
Price Sheet as per price format :		
Self-Attested Proof Copy of Past Experience :		
Undertaking that the firm has not been blacklisted by any Govt. Organization :		

Seal with Signature of the Bidder

