



**MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY**  
**SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, MAYURBHANJ-757003**  
No-/200 MSCBU-19011/1/2021-STORE SEC-MSCB Date: 03-03-2025

**TENDER NOTICE**

Sealed quotations are invited from **Authorized Dealers/Authorized Suppliers** for Annual Rate Contract for FY 2025-26 of following items:

- A) Item-1: Office Stationeries
- B) Item-2: Household Products
- C) Item-3: Santary Items
- D) Item-4: Electrical Items
- E) Item-5: Computer Peripherals

at **Maharaja Sriram Chandra Bhanja Deo University, Sriram Chandra Vihar, Takatpur, Baripada-757003, Odisha (MSCBU hereinafter)** in the prescribed format as per the requirements enclosed in the schedule of items given in bid documents. Bid documents with details terms & conditions can be downloaded from MSCBU website "<https://www.nou.nic.in/tender.htm>"


Bidders may bid for all five (05) items i.e Item 1, Item 2, Item 3, Item 4 & Item 5 or Separate bid from different firms is also allowed for Item 1, Item 2, Item 3, Item 4 and Item 5. Bids will be evaluated for Item 1, Item 2, Item 3, Item 4 and Item 5 separately or jointly.

The tenders along with the tender cost and EMD as given in bid documents in the sealed envelope should be super scribed with:-

- 1) **Tender for Annual Rate Contract for FY 2025-26 of Office Stationeries (Item 1).**
- 2) **Tender for Annual Rate Contract for FY 2025-26 of Household Products (Item 2).**
- 3) **Tender for Annual Rate Contract for FY 2025-26 of Santary Items (Item 3).**
- 4) **Tender for Annual Rate Contract for FY 2025-26 of Electrical Items (Item 4).**
- 5) **Tender for Annual Rate Contract for FY 2025-26 of Computer Peripherals (Item 5).**

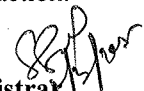
at **Maharaja Sriram Chandra Bhanja Deo University, Baripada Campus**" and submitted through Regd. Post /Courier to the office of the Registrar, MSCB University by 05:00 PM on or before 13.03.2025. **The bids shall be opened on 17.03.2025 at 03:30 PM.** The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof and will not be responsible for any postal delay.

By order of Vice-Chancellor

  
**Registrar**  
MSCB University  
Dated: 03-03-2025

Memo 1201 /MSCBU

Copy to PA to VC / PA to Registrar/COF for information and necessary action.

  
**Registrar**  
MSCB University  
Dated: 03-03-2025

Memo 1202 /MSCBU

Copy to Prof In-charge of University website with request to upload the same in the university website for wide publication.

  
**Registrar**  
MSCB University

## TENDER DOCUMENT

**Tender Notice for Annual Rate Contract for FY 2025-26 of following items:**

- A) Item-1: Office Stationeries
- B) Item-2: Household Products
- C) Item-3: Santary Items
- D) Item-4: Electrical Items
- E) Item-5: Computer Peripherals

**at Maharaja Sriram Chandra Bhanja Deo University, Baripada Campus.**

**Address:**

**Maharaja Sriram Chandra Bhanja Deo University**

Sriram Chandra Vihar, Takatpur

Baripada – 757003,

Dist: Mayurbhanj

Odisha, India

MSCBU invites sealed offers bidding for above mentioned items **at Maharaja Sriram Chandra Bhanja Deo University, Baripada**. Interested parties may download the Tender Document from University Website "<https://www.nou.nic.in/tender.htm>"

1. **Last date for Submission of Bids:** 13.03.2025 at 05:00 PM.
2. **Opening of Bid Date:** 17.03.2025 at 3:30 PM
3. **Tender fee (Non-Refundable):** Rs.5000/-(Rupees Five Thousand) in the form of a DD/Pay Order favouring **The Comptroller of Finance, MSCBU, Takatpur payable at Baripada**.
4. **Earnest Money Deposit:** The Bidder shall submit their quotes along with EMD at 1% of the Bid cost. EMD should be in the form of DD favouring **The Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University, Takatpur, Baripada-751003 payable at Baripada**. This Bank Guarantee should be valid for minimum 90 Days from the date of opening.

### **Clause 1: Terms and Conditions**

1. The bidder must have valid GST Registration number.
2. Bidder must be an Original Manufacturer/authorized dealer/authorized supplier.
3. The bidder must not have been black listed by any of the Government department or agency.
4. The rate quoted shall remain valid for 1 Year.
5. Rate quoted should be inclusive of all taxes and charges. MSCB University will not pay any extra charge for transportation and installation of the products.
6. The Quantity tendered for is tentative and may change as per the requirement of MSCB University.
7. The payment will be released only after delivery of the items at MSCB University and inspection of the same by the authority.
8. MSCB University reserves the right to deduct statutory dues/taxes if any due for deduction as per government rules.



9. This University reserves the right to reject any of the supplied items that doesn't match the specifications mentioned in this tender or are damaged. The bidder must immediately replace the same at no extra cost.
10. The dealer has to submit a performance security in form of Bank Guarantee from any nationalised bank amounting to 1% of the bid value, valid for a period of 12 months from the date of supply of items. Performance security to be furnished along with the bills of the supplied items.
11. The firm should have adequate stock to supply the listed items within the 10 days of receipt of purchase order. Any delay in supply will result in cancellation of purchase order and forfeiture of E.M.D.

### **Clause 2: Documents to be submitted along with the Tender**

1. Copy of PAN card of the firm/bidder, issued under Income Tax Act.
2. Copy of GST Registration number of the firm.
3. Copy of Valid Registration No of the Agency/Firm
4. Copy of Authorised dealership Certificate from the Manufacturer.
5. Product catalogue(s) with price list for analysis of quality.
6. Non refundable Tender Document Cost Rs.5000/- (Rupees Five Thousand) in form of Bank draft in favour of **"The Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University, Takatpur, Baripada-751003 payable at Baripada"**.
7. EMD at 1% of the Bid cost in form of a separate Bank draft in favour of **"The Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University, Takatpur, Baripada-751003 payable at Baripada"**
8. A duly signed undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case in pending against the said firm/agency/proprietor (As per Annexure IV (Undertaking) ).
9. Undertaking showing that Terms and conditions of the tender has been duly accepted with stamp of the prospective bidder.
10. Each page of the tender document be signed and stamped by the authorized signatory and submitted along with technical bid.
11. Bids without Tender document cost/E.M.D shall be rejected summarily.
12. The tender form is non-transferable.

### **Clause 3: Procedure of Submission of BIDs**

1. Bids are to be submitted in two bid system. i.e. Technical Bid and Financial Bid.
2. Technical Bid alongwith all the requisite documents as mentioned at Clause 2 of this document is to be submitted in the format prescribed under Annexure I. All the documents are to be placed inside a sealed envelope marked as "Technical bid".
3. Financial bid to be submitted as per Annexure III and to be placed inside a separate sealed envelope marked as "Financial bid".
4. Both the envelopes containing Financial Bid and Technical Bid are to be placed inside another Envelope super scribed and **submitted through Speed Post / Regd. Post at**



**the Office of the Registrar, Maharaja Sriram Chandra Bhanja Deo University, Sriram Chandra Vihar, Takatpur, Baripada-757003 by 05:00 PM on or before 13.03.2025 .Incomplete and Late bids shall be rejected summarily.**

5. Financial Bids will be opened only of those firms which qualify technical bid.
6. The Bids will be rejected if information given therein is found false or detected to be incorrect or incomplete in any manner what so ever, at any stage prescribed in the tender or if any ineligibility is detected, and no correspondence thereof shall be entertained, what so ever.
7. The Bid Security will be forfeited in the following conditions:-
  - I. If at any stage, any of the information/declaration given by the bidder is found false.
  - II. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - III. In case of any lapse/default in honouring of the terms and conditions at any stage after submission of tender.

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**ANNEXURE I**

**PARTICULARS OF THE BIDDERS TO BE FURNISHED IN BID.**

|    |  |  |
|----|--|--|
| 1  | Name of Organization /Firm / Company   |  |
| 2  | Address & Telephone Number   |  |
| 3  | Year of establishment  |  |
| 4  | Status of the Firm<br>(Company/Firm/Proprietary)   |  |
| 5  | Whether registered with the registrar of companies/registrar of firms. If so attach the copy of certificate. |  |
| 6  | a)Name& Mobile Number of Managing Director/Managing Partner/Proprietor                                       |  |
| 7  | Whether registered with GST. Enclose the relevant copies with clearance certificates                         |  |
| 8  | Furnish copy of PAN, Latest Income Tax Return filed.   |  |
| 9  | Furnish copies of audited balance sheet & profit & loss account for the last three years certified by CA.    |  |
| 10 | ISO 9001 certificate   |  |
| 11 | MSME certificate   |  |
| 12 | Furnish OEM authorization certificate.   |  |
| 13 | “Undertaking” for not be a Blacklisted Firm.   |  |
| 14 | EMD Payment made or not?<br>If YES, Mention details  |  |
| 15 | Whether, Tender Cost paid or not?<br>If YES, Mention details.  |  |

Place:

Date:

Name, Signature & Seal of Bidder:



**ANNEXURE II**

**Items with Specification & Requirements**

**Item 1: Annual Rate Contract for FY 2025-26 of Office Stationeries**

| <b>Sl no.</b> | <b>Items</b>                | <b>Specification</b>       | <b>Required Quantity</b> |
|---------------|-----------------------------|----------------------------|--------------------------|
| 1             | Photocopier paper           | A4, 75GSM                  | 300 Packets              |
| 2             | Photocopier paper           | Legal Size,75GSM           | 30 Packets               |
| 3             | Carbon Paper                | Size: 210x330 mm, 10 Grams | 100 nos                  |
| 4             | Highlighter Pen             | Yellow, Green, Pink        | 150 nos                  |
| 5             | Ball pen                    | Blue                       | 200 nos                  |
| 6             | Ball pen                    | Black                      | 200 nos                  |
| 7             | Ball pen                    | Red                        | 200 nos                  |
| 8             | Good quality Pen            | Blue                       | 150 nos                  |
| 9             | Sketch pen                  | Blue                       | 200 nos                  |
| 10            | Sketch pen                  | Black                      | 200 nos                  |
| 11            | Marker pen                  | Blue                       | 50 nos                   |
| 12            | Marker pen                  | Black                      | 50 nos                   |
| 13            | Marker pen                  | Red                        | 50 nos                   |
| 14            | White board marker          | Red, blue, black           | 120 nos                  |
| 15            | Permanent marker pen        |                            | 50 nos                   |
| 16            | Pencil                      |                            | 10 packets               |
| 17            | Pencil cutter               |                            | 10 packets               |
| 18            | Eraser                      |                            | 5 packets                |
| 19            | Sealing Wax                 |                            | 50 packet                |
| 20            | Whitener                    |                            | 60 nos                   |
| 21            | Paper weight                |                            | 50 nos                   |
| 22            | Plastic scale               |                            | 50 nos                   |
| 23            | Metallic Scale              |                            | 50 nos                   |
| 24            | Paper punch                 |                            | 50 nos                   |
| 25            | Pen stand                   |                            | 20 nos                   |
| 26            | Gem clip                    |                            | 50 packets               |
| 27            | Gum                         | Gum - 200ml each           | 100 nos                  |
| 28            | Generic paper Tag           |                            | 100 packets              |
| 29            | Stapler                     | No. 10                     | 50 nos                   |
| 30            | Stapler                     | No. 24/6                   | 50 nos                   |
| 31            | Stapler                     | No. 45                     | 25 nos                   |
| 32            | Sapler                      | Heavy Duty                 | 5 nos                    |
| 33            | Stapler pin                 | No. 10                     | 100 packets              |
| 34            | Stapler pin                 | No. 24/6                   | 100 packets              |
| 35            | Stapler pin                 | No. 45                     | 100 packets              |
| 36            | Sapler pin                  | Heavy Duty                 | 50 packets               |
| 37            | Candle                      | Medium                     | 25 packets               |
| 38            | Binder clip                 |                            | 50 packets               |
| 39            | Flexi Rubber band           |                            | 2 kg                     |
| 40            | Adhesive Tape (Transparent) | 2 inch                     | 100 nos                  |



|    |                    |               |         |
|----|--------------------|---------------|---------|
| 41 | Cello tape         | Brown, 2 inch | 100 nos |
| 42 | Paper Cutter Knife |               | 50 nos  |
| 43 | Scissor            |               | 100 nos |

**Item 2: Annual Rate Contract for FY 2025-26 of Household Products**

| Sl no. | Items         | Specification | Required Quantity |
|--------|---------------|---------------|-------------------|
| 1      | Room Freshner | 250 ml each   | 50 nos            |
| 2      | Tissue paper  |               | 100 nos           |

**Item 3: Annual Rate Contract for FY 2025-26 of Sanitary Items**

| Sl no. | Items                     | Specification                    | Required Quantity |
|--------|---------------------------|----------------------------------|-------------------|
| 1      | Odonil                    |                                  | 100               |
| 2      | White Phynyle             | 1 ltr                            | 250               |
| 3      | Black Phynyle             | 1 Ltr                            | 250               |
| 4      | Handwash                  | 100ml                            | 200               |
| 5      | Body Soap                 |                                  | 50 nos            |
| 6      | Naphthalin Ball           | 1 kg each                        | 50 packets        |
| 7      | Acid                      | For cleaning of toilets.<br>1Ltr | 250               |
| 8      | Detergent                 | 1kg                              | 100               |
| 9      | Toilet cleaning liquid    | Harpic. 500ml                    | 200               |
| 13     | Glass cleaner             | 500ml. Collin                    | 25 nos            |
| 14     | Toilet brush              |                                  | 50 nos            |
| 15     | Belchha                   |                                  | 100 nos           |
| 16     | Mosquito repellent liquid |                                  | 50 nos            |
| 17     | Toilet paper              | 3 nos in a pack                  | 50 nos            |
| 18     | Basin Brush               |                                  | 50 nos            |

**Item 4: Annual Rate Contract for FY 2025-26 of Electrical Items**

| Sl no. | Items   | Specification | Required Quantity |
|--------|---------|---------------|-------------------|
| 1      | Battery | AAA           | 200 nos           |
| 2      | Battery | AA            | 200 nos           |
| 3      | Battery | R20           | 50 nos            |

**Item 5: Annual Rate Contract for FY 2025-26 of Computer Peripherals**

| Sl no. | Items              | Specification                                     | Required Quantity |
|--------|--------------------|---|-------------------|
| 1      | Cartridge (Type-1) | HP 88A Black Original LaserJet<br>Toner Cartridge | 25 nos            |
| 2      | Cartridge (Type-2) | HP 78A Black Original LaserJet<br>Toner Cartridge | 15 nos            |

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|   |                          |  |        |
|---|--------------------------|--|--------|
| 3 | Cartridge (Type-3)       | HP 110A Black Original Laser Toner Cartridge     | 35 nos |
| 4 | Cartridge (Type-4)       | HP 166A Black Original Laser Toner Cartridge     | 10 nos |
| 5 | Cartridge (Type-5)       | HP 152A Black Original Laser jet Toner Cartridge | 10 nos |
| 6 | Toner Cartridge (Type-1) | Canon NPG 57 Toner Cartridge                     | 5 nos  |
| 7 | Toner Cartridge (Type-2) | Canon NPG 51 Toner Cartridge                     | 5 nos  |
| 8 | Toner Cartridge (Type-3) | Canon NPG 59 Toner Cartridge                     | 5 nos  |
| 9 | Anti Virus               | Multiuser, 3-Year, 5-User                        | 10 nos |

**LIST OF THE ITEM QUOTED**

**ITEM: 1**

| Sl.No | Item | Name | Make | Model/Catalogue<br>Sl no. | specification |
|-------|------|------|------|---------------------------|---------------|
| 1.    |      |      |      |                           |               |
| 2.    |      |      |      |                           |               |

**ITEM: 2**

| Sl.No | Item | Name | Make | Model/Catalogue<br>Sl no. | specification |
|-------|------|------|------|---------------------------|---------------|
| 1.    |      |      |      |                           |               |
| 2.    |      |      |      |                           |               |

**ITEM: 3**

| Sl.No | Item | Name | Make | Model/Catalogue<br>Sl no. | specification |
|-------|------|------|------|---------------------------|---------------|
| 1.    |      |      |      |                           |               |
| 2.    |      |      |      |                           |               |

**ITEM: 4**

| Sl.No | Item | Name | Make | Model/Catalogue<br>Sl no. | specification |
|-------|------|------|------|---------------------------|---------------|
| 1.    |      |      |      |                           |               |
| 2.    |      |      |      |                           |               |

**ITEM: 5**

| Sl.No | Item | Name | Make | Model/Catalogue<br>Sl no. | specification |
|-------|------|------|------|---------------------------|---------------|
| 1.    |      |      |      |                           |               |
| 2.    |      |      |      |                           |               |

*Signature*

**ANNEXURE III**

**Financial Bid**

| Sl.No                         | ITEM | Make | Model/<br>Catalogue<br>Sl no. | Qty | Rate per<br>unit<br>(In Rs.) | Tax | Total Price<br>(In Rs.) |
|-------------------------------|------|------|-------------------------------|-----|------------------------------|-----|-------------------------|
|                               |      |      |                               |     |                              |     |                         |
|                               |      |      |                               |     |                              |     |                         |
|                               |      |      |                               |     |                              |     |                         |
| <b>Grand Total (Rs.)</b>      |      |      |                               |     |                              |     |                         |
| <b>Grand Total (In words)</b> |      |      |                               |     |                              |     |                         |

Note:

- 1) Quoted Price is inclusive of all taxes, transportation duty and other charges if any.
- 2) Product quantity varies as per requirement.

**ANNEXURE IV**

IT IS CERTIFIED THAT MY FIRM/COMPANY/AGENCY HAS NEVER BEEN BLACK LISTED BY ANY OF THE DEPARTMENTS/ AUTONOMOUS INSTITUTIONS/ UNIVERSITIES/PUBLIC SECTOR UNDERTAKINGS OF GOVERNMENT OF INDIA OR GOVERNMENTS OF ODISHA OR ANY OTHER STATE GOVERNMENT OR PUBLIC SECTOR BANKS OR LOCAL BODIES/ MUNICIPALITIES AND NO CRIMINAL CASE IS PENDING AGAINST MY FIRM/ AGENCY AS ON 13.03.2025.

AND

I/WE UNDERSTAND THAT THE DETAILS OF THE ITEMS AS PROVIDED ABOVE ARE SUBJECT TO CHANGE. I/WE AGREE THAT IN CASE OF ANY CHANGE IN THE QUANTITIES & QUALITY REQUIRED, I/ WE WOULD BE SUPPLYING THE SAME AT THE RATES AS SPECIFIED IN COMMERCIAL BID. I /WE AGREE TO ADHERE TO THE RATES GIVEN ABOVE EVEN IF THE QUANTITIES UNDERGO A CHANGE.

Place:

SIGNATURE OF THE BIDDER WITH STAMP

Date:



**ANNEXURE V**

**CHECK LIST**

**(Please tick yes or No: Y/N)**

- Tender Cost bank draft No. & date (Y/N):
- EMD bank draft No & date (Y/N):
- ANNEXURE- I duly fill in (Y/N):
- Valid GSTIN Certificate (Y/N):
- Valid PAN Card (Y/N):
- IT return (Y/N):
- Audit report for last three years (Y/N):
- Experience certificate of minimum five years (Y/N):
- Proof of P.O. copies, Installation & Commissioning report performance certificate (Y/N):
- Authorization certificate from OEM / Manufacturer / Company (Y/N):
- Any other relevant documents as per Tender notice. (Y/N):
- List of items quoted

Place:

Date:

Name, Signature & Seal of Bidder.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.