



**OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI,
BHAWANIPATNA**

No. GCEK/ 659

Date:18 / 07/ 2024

EXPRESSION OF INTREST (EOI) TO SUPPLY OFFICE STATIONERY

Sealed EOIs are invited from the eligible Distributors / Dealers for supply of stationery items to GCEK, Bhawanipatna for one year on annual rate contract basis. The details of the EOI schedule shall be available on GCEK website www.gcekbpatna.ac.in. The last date of submission of EOI is 10.08.2024 up to 5.00 PM.

The undersigned reserves the right to extent the date and accept or reject any or all EOI without assigning any reason thereof.

Sd/-
Principal



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INTRUCTIONS TO THE SUPPLIERS

This EOI is for supply of Office stationery items. The Price Bid subscribing Expression of Interest for Office stationery should reach the Office of the undersigned by the scheduled date and time in the postal address “ The Principal, Govt. College of Engineering, , Kalahandi, Bhawanipatna ,Odisha”. EOI received beyond the scheduled date shall be summarily rejected. The authority shall not be responsible for postal delay if any.

Last date of receipt of EOI: 10.08.2024 up to 5.00 PM.

Date and time of opening of Bid: 13.08.2024 at 3.30 PM.

GENERAL TERMS AND CONDITIONS

1. Suppliers are advised to go through the EOI document carefully before submitting the EOI form. It will be presumed that the Suppliers has considered and accepted all the terms and conditions of this EOI. No Enquiry, What so ever verbal or written shall be entertained in respect of acceptance / rejection of the EOI. **BID MUST BE UNCONDITINAL.**
2. The Suppliers must have its own establishment having valid registration GST & up-to-date dealership / distributorship of reputed branded items wherever applicable.
3. The Suppliers should have experience for supply of these items to other institution, University, Colleges, State/Public Sectors or reputed Private Sectors. The Proof of such credential should be furnished by the Suppliers.
4. Each and every page of the EOI document, Price Bid and the document attached there to should be signed by the Supplier.
5. The contract shall remain in force for 1(one) year only.
6. The dealer / distributor should have not been blacklisted by any Government or other organization.



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7. The materials as mentioned in the Price Bid are to be supplied to our college , Bhawanipatna during the contract against our requirement on monthly or as and when required basis , against necessary Purchase Orders placed in phases . The materials should be supplied as per the specification of the purchase order.
8. The price shall remain firm throughout the contract period. No request for hike in price shall be entrained.
9. The rates should be inclusive of GST, Transportation, loading & unloading etc.
10. The materials shall have to be delivered at our office during office hours which shall be inspected by authorized official of the institute and if found defective or not upto standard , shall be replaced free of cost.
11. The suppliers shall not assign or sublet the contract.
12. 100% payment shall be released within 10 days from the date of supply and acceptance of the materials at the institute, Bhawanipatna and upon submission of invoice in duplicate.
13. Any dispute shall be subject to the jurisdiction of Kalahandi, Odisha.
14. Any act or effort on the part of the Suppliers to influence anybody in the institute is liable for rejection of EOI.



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EOI FOR SUPPLY OF STATIONERY ITEMS

Ref. No.

Date.

INFORMATION OF THE SUPPLIES

1. Name and address of the Suppliers:
2. Status of the Suppliers (Manufactured/authorized Dealer /Stockiest/Distributor/SSI Unit):
3. Telephone No:
4. Name of Proprietor/Managing Partner/Director:
5. Registration No. of the Suppliers:
6. Permanent Account No. (PAN):
7. GST Registration certificate:

This is to certify that , I / We have carefully gone through all the above contents of the EOI document, thereby fully understood the terms and conditions therein and undertake myself /ourselves to abide by the same.

Place Name of the Suppliers. :

Date Name of the Signatory. :

Signature with Seal.....

Documents to be attached with Technical Bid:

1. Self-attested photocopy of PAN Card
2. Self-attested photocopy of GST
3. Self-attested photocopy of purchase order in support of executing such business transactions with other institutions / organizations.
4. Signed EOI document.
5. Undertaking (Annexure –A)
6. GST Clearance Certificate.



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EOI FOR SUPPLY OF STATIONERY ITEMS

Ref. No.

Date.

PRICE BID

Name and address of the Suppliers _____

Sl. No.	Item Description	Quantity	Brand	Price
1	A4 Paper (70 GSM)	1Ream (500 Sheets)	JK or equivalent	
	A4 Paper (100 GSM)	1Ream (500 Sheets)	JK or equivalent	
	A4 Paper (220 GSM)	20 sheet pkt	JK or equivalent	
2	Correction Pen (7 mL packing)	1pc	Luxor or equivalent	
3	Register (16 No.)	1pc	Dhruti or equivalent	
4	Register (20 No.)	1pc	Dhruti or equivalent	
5	Register (10 No.)	1pc	Dhruti or equivalent	
6	Whiteboard Marker	1pc	Reynolds or equivalent	
7	Permanent Marker	1pc	Reynolds or equivalent	
8	Tag (8 Inch)	1pc	Offimart or equivalent	
9	12A Laser Toner Cartridge for HP LaserJet Printer M1005	1pc		
10	88A LaserJet Toner Cartridge for HP LaserJet Printer M1136	1pc		
11	Glue-200 ml	1pc	Fevigum or equivalent	
12	Stapler (No. 10)	1pc	Kangaroo or equivalent	
13	Stapler (HP 45)	1pc	Kangaroo or equivalent	
14	Single Punch	1pc	Kangaroo or equivalent	
15	Double Punch	1pc	Kangaroo or equivalent	
16	Fly leaf	1pc		
17	Flat File	1pc	Hi-tech or equivalent	
18	Cobra File	1pc	ACE or equivalent	
19	Dustless Chalk White	1pckt	Apsara or equivalent	
20	Duster	1 pc	Eduway or equivalent	
21	Stock Register	1pc	Royalshop or equivalent	



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22	Pencil	1pc	Apsara or equivalent	
23	Box File	1pc	ACE or equivalent	
24	Stamp Pad, (110 x 69mm)	1pc	Faber-Castell or equivalent	
25	Stapler (No-10) Pin	1pckt.	Kangaroo or equivalent	
26	Stapler(HP 45) Pin	1pckt.	Kangaroo or equivalent	
27	Paper Weight	1pc	Panku or equivalent	
28	Cello tape (48 mm Width 65 Meter Length)	1pc		
29	Excel Bond - A4 Paper, 100 GSM,500 Sheets (1 Ream)	1 Ream(500 sheets)	JK or equivalent	
30	Erasers	1 pckt.	Apsara or equivalent	
31	Sharpeners	1 pckt.	Apsara or equivalent	
32	Stamp Pad Ink	1 bottle	Faber Castell or equivalent	
33	Attendance Register 80 pages	1pc		
34	PENCIL BATTERY AA	1pc	Duracell or equivalent	
35	Envelop With Window- A4Size	1pc		
36	NOTIICE BOARD PIN	1 pckt		
37	VISITING CARD HOLDER 240	1pc		
38	RUBER BAND Kg	1 kg		
39	Scissor (Big & Small)	One doz.each		



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To be filled in by the suppliers

Place: Name of the suppliers:.....

Date Name of the Signatory:

Signature with Seal.....



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EOI Supply of stationery Items

UNDERTAKING

This is to certify that my/our firm/ agency / company have never been blacklisted by any of the Government or other organization and no criminal cases pending against our firm/agency / company.

Place:

Name of the Suppliers.

Date

Name of the Signatory: