



GOVERNMENT OF ODISHA

GOPABANDHU ACADEMY OF ADMINISTRATION

CHANDRASEKHARPUR, BHUBANESWAR-731023

No. F-I -- 01/2017/ 1476 / GAA

Date. 13/04/2017

NOTICE INVITING TENDER

Sealed Tenders are invited by Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar 751023 from Manufacturers / Authorized Dealers / Registered Firms / Reputed Suppliers having VAT Registration for supply of stationery items & Computer Consumables listed in the bid documents. The rates quoted should be inclusive of all taxes for destination of GAA.

Prospective Firms are required to submit their tenders/ bids in the sealed cover containing technical & financial bids in separate envelopes addressed to Director General, Training Coordination Cum ACS, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar, 751023 by 22.04.2017 up to 12:00 PM. The technical bid shall be opened first and the financial bids of those firms found eligible as per technical bid, shall be opened later on as decided by the Committee. The word "Tender for Stationery Items" should be written on the sealed cover containing both the financial and technical bids. The sealed Tenders will be opened on 24.04.2017 at 2.30PM. in the presence of the representatives of participating bidders. The tenderers are required to submit the following documents along with the technical bid duly filled in.

1. Copy of VAT Registration Certificate,
2. VAT Depository Receipt
3. Clearance Certificate in Form VAT 612.
4. IT PAN No. with its photocopy
5. Copy of last IT return
6. EMD of Rs.10000/- in favour of Research Officer, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar, which will be refunded after tender process is over.
7. Any other statutory documents/ licenses required for this purpose.

The financial bid shall contain item wise price quoted along with the brand name of the product. **No other brand shall not be received.** The bid document can be downloaded from Academy website i.e.www.gopbandhuacademy.gov.in and also Government of Odisha website i.e. www.odisha.gov.in. Moreover the said bid document can also be obtained from Academy office from 11.00 AM to 5.00 PM on all working days from the date of issue of this Notice on payment of Rs.100/- only. The bid participants are requested to fill in the bid format and submit the same along with the above mentioned documents in the sealed cover so as to reach the Academy before the prescribed date. The sealed bid documents along with the required papers can also be dropped in the Tender Box placed in the Academy office near reception counter from 11.00 AM to 5.00 PM during all working days till 12:00 PM of 22.04.2017.

A Committee has been constituted for selection of Suppliers out of the participants in the Tendering process. The EMD of the selected supplier will be converted to Security Deposit which will be refunded to the suppliers after satisfactory completion of the tenure of contract. If the selected bidder fails to supply the items after issue of the Purchase Order by the Academy, the security deposit will be forfeited to Government without assigning any reason thereof.

The undersigned reserves the right to reject any or all tenders without assigning any reason thereof. No claim for loss/ damage whatsoever suffered by the bidders on account of such rejection shall not be entertained by the Authority.

By order of DG cum ACS

l/w
13/4/2017
Joint Commissioner TC

Memo No. 1477/GAA

Date: 13.04.2017

Copy of the Tender Call Notice forwarded to I & PR Department, Odisha, Bhubaneswar with a request to take necessary action for early publication of the Tender Call Notice in a widely circulated Odia daily newspaper i.e. Samaj / Sambad for two consecutive days.

l/w
13/4/2017
Joint Commissioner TC

Memo No. 1478/GAA

Date: 13.04.2017

Copy to Under Secretary to Government, General Administration Department / Accountant General, Odisha, Bhubaneswar / Treasury Officer, Special Treasury No. 1, Bhubaneswar / Treasury Officer, Special Treasury No. II, Bhubaneswar / Treasury Officer, District Treasury, Khurda, Bhubaneswar / All Heads of Departments / Additional District Magistrate, Bhubaneswar / Sub-Collector, Bhubaneswar / Tahasildar, Bhubaneswar / Regional Transport Officer, Bhubaneswar/ Bhubaneswar Municipality Corporation, Bhubaneswar / Deputy Commissioner, Commercial Taxes, Circle-II, Bhubaneswar / Bhubaneswar Development Authority/ Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/Kendriya Bhandar, Type-H144, Old A.G.Colony, Unit-IV, Bhubaneswar, Odisha-751001 for information and necessary action .

They are requested to display this Notice at prominent points of their offices for wide publicity.

l/w
13/4/2017
Joint Commissioner TC

Memo No. 1479/GAA

Date: 13.04.2017

Copy to PS to Director General, TC / Joint Commissioners/ / Research Officer GAA Store Keeper-in-charge/ S O, Training Section/SO, Est. Section/ Accounts Section/ Care Taker-in-charge/ Sri Binaya Kumar Dash, Junior Data Entry Operator (Contractual) of Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar 751023 to publish in the Academy Website/ Notice Board of GAA for information and further necessary action.

l/w
13/4/2017
Joint Commissioner TC

Memo No. 1480/GAA

Date: 13.04.2017

Copy to NIC for hoisting the Tender Call Notice in the website of GAA, Bhubaneswar as well as in the Government of Odisha website i.e. www.orissa.gov.in.

l/w
13/4/2017
Joint Commissioner TC

TECHNICAL BID

Application for participating in Tender for providing stationery items.

1.	Name of the Authority who has floated the Tender	:	Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar
2.	Name of the Applicant (Name of Prop. In case of individual business, Managing Partner in case of Partnership, Director in case of Regd. Company) (in CAPITAL & Bold Letters)	:	
3.	Name of the Organisation (in CAPITAL & Bold Letters)	:	
4.	Detail Present Address of Organisation (Please submit proof of address)	:	
5.	Present & Permanent Address of the Owner of the Business (Please submit proof of address)	:	
6.	TIN No./SRIN No. of the Organisation along with copy of registration certificate	:	
7.	VAT Depository receipt & VAT Return.	:	
8.	PAN No. of the Organisation or Owner, along with copy of PAN Card.	:	
9.	Copy of Last IT Return.	:	
10.	EMD of Rs.10,000.00	:	
11.	If the Organization has got any other Branch anywhere in Odisha and outside Odisha, Detail address of the Branch is to be given	:	
12.	Name of the Bank of the Organization with whom the transactions will be carried on.	:	
13.	Account Number of the Organization/ Owner with the Bank. (Please furnish copy of 1 st page of bank pass book)	:	
14.	Any experience in the above matter in Government and outside Government	:	
15.	Period of Completion of Contract	:	
16.	Mode of Release of Payment by GAA	:	

DECLARATION

I, Sri....., S/o
....., M.D./Director/Prop. of the Organisation
..... declare that the information furnished above are true to the best of my knowledge and belief.

Signature of the Applicant

