



UTKAL UNIVERSITY

VANI VIHAR, BHUBANESWAR-751004

CORRIGENDUM

Tender Notice No. MSRC/05/E-19414/2026 Dated: 07.09.2026

With reference to the above tender notice, the following clarifications are hereby made

-The tender paper cost and EMD shall be submitted in favour of
"The Comptroller of Finance, Utkal University".

-The Ink and Pin to be supplied for the press shall be used for
RISO MACHINE.

-In case of MSME authorised units, the tender paper cost and EMD shall be exempted only on submission of proper documents, otherwise the bid will be rejected.

Sl. No.	Item Tender	Paper Cost	EMD
1	A3 Paper (70 GSM)	2,000/-	2,00,000/-
2	RISO Consumables (Pin & Ink)	1,000/-	50,000/-
3	UPS (30 KVA)	1,000/-	50,000/-

Date Line:

Available of tender paper in the website (www.utkaluniversity.ac.in) upto **06.10.26 (11.59P.M.)**.

Deposit of tender paper at university: by 07 10.2026 (upto 1.30P.M.).

Open of technical bid paper at Registrar's office on : 07.10.2026 (at 3.00P.M.)

All other terms and conditions of the tender notice shall remain unchanged.

Sd/- Registrar
Utkal University



UTKAL UNIVERSITY

VANI VIHAR, BHUBANESWAR-751004

No. *P-Pub-180 - (MSRC UU Press)*

Date- *7/9/26*

From

The Registrar,
Utkal University,
Vani Vihar, Bhubaneswar-751004

To

Prof.-in- Charge,
Computer Center,
Utkal University
Vani Vihar, Bhubaneswar-751004

Sub: **Uploading of Tender Call Notice.**

Sir,

Please find enclosed herewith a Tender Call Notice along with the tender documents and tender papers with terms and conditions for procurement of MSRC UU Press items which may be uploaded in the University website www.utkaluniversity.ac.in on 08.09.2026 to enable the firms for downloading. The uploaded documents will be remained in the web site till 29.09.2026 (up to 11.59 PM).

Suma
7.9.26
REGISTRAR

Copy to: Registrar, Utkal University

**UTKAL UNIVERSITY, VANI VIHAR,
BHUBANESWAR – 751 004
TENDER NOTICE**

Tender Notice No. MSRC/05/E-19414/2026

Sealed tenders are invited from bona fide Manufacturers / Authorised Dealers / Suppliers for supply of the following items for MSRC Utkal University Press, Utkal University, Vani Vihar, Bhubaneswar, as per the terms and conditions of the tender document.

Sl. No.	Item Tender Paper	Cost	EMD
1	A3 Paper (70 GSM)	2,000/-	2,00,000/-
2	RISO Consumables (Pin & Ink)	1,000/-	50,000/-
3	UPS (30 KVA)	1,000/-	50,000/-

Tender paper cost and EMD shall be submitted item-wise, wherever applicable. Tender documents may be downloaded from the University website (www.utkaluniversity.ac.in) from 09.09.2026 to 29.09.2026 (up to 11.59 PM). The completed tender along with requisite documents, non-refundable tender paper cost and EMD drawn in favour of the Controller of Finance, Utkal University, must reach the University by 1.30 P.M. on 30.09.2026. The technical bids will be opened on the same day at 3.00 P.M. in the presence of the tenderers or their authorised representatives. The University reserves the right to reject any or all tenders/items and to alter/amend the terms and conditions of the tender without assigning any reason thereof. Disputes, if any, shall be subject to the jurisdiction of the Court of Bhubaneswar.

**Registrar
Utkal University**





**UTKAL UNIVERSITY,
VANI VIHAR, BHUBANESWAR-04**

No. Store/MSRC/05/E-19414/181/2026

Date: 07.09.2026

TENDER NOTICE FOR THE MSRC UTKAL UINVERSITY PRESS

Sealed tenders in double sealed covers (documents & technical bid in one cover and price bid in another cover) in prescribed form are invited from bona fide Manufacturers or their Authorized Dealers/Suppliers for supply of following items to Utkal University, Vani Vihar, Bhubaneswar for its MSRC Utkal University Press as per terms and conditions mentioned in the tender documents. The tender comprises multiple categories, and bidders may quote for one or more items as specified.

Items	Tender Paper cost	EMD
A 3 Paper (70 GSM)	Rs. 2000/-	Rs. 2,00,000/-
RESO Consumables (Pin and Ink)	Rs. 1000/-	Rs. 50,000/-
UPS(30 KV)	Rs. 1000/-	Rs. 50,000/-

(The Earnest Money Deposit (EMD) and tender cost shall be submitted **item-wise**, wherever applicable.)

Details of tender documents can be obtained/ downloaded from the website (www.utkaluniversity.ac.in). from **09.09.2026 to 29.09.2026 (up to 11.59 PM)**. The tender is to be submitted along with the required documents, samples tender paper cost (non-refundable) and EMD drawn in favour of Comptroller of finance, Utkal University by 1.30 P.M. on 30.09.2026 and the technical bids shall be opened on the same day by 3.00 P.M. in presence of the tenderers or one of their authorized representatives.

Tender shall be finalized by the Authority.

The undersigned reserves the right to reject any or all items and to alter/amend the terms and conditions of tender without assigning any reason thereof.

Disputes, if any, arises are subject to the Court of Bhubaneswar jurisdiction.

Registrar
Utkal University
Vani Vihar, Bhubaneswar-04

COMMON TERMS AND CONDITIONS OF THE TENDER

- I. Bidders may submit bids for any one item or multiple items. Evaluation will be made item-wise, and the contract may be awarded to one or more suppliers depending on the lowest responsive bids for each item.
- II. Technical and financial bids will be evaluated separately for each item.
- III. It is mandatory that all tender documents have to be signed at each page and annexed the tender.
- IV. All columns of the Tender Paper should be duly filled in.
- V. Photo copy of up to date VAT/GST clearance certificate in form VAT/GST-612 must be enclosed by the bidder belonging to the State of Odisha.
- VI. Photo copy of Income Tax PAN must be enclosed.
- VII. The E.M.D. shall stand forfeit to University in case the bidder fails to execute agreement with required security deposit or withdraws rates quoted within 15 days from the date of receipt of letter.
- VIII. Transfer/Adjustment of deposits of E.M.D. towards deposit of Security Money shall not be permitted in any circumstances.
- IX. The bidder must submit valid and up-to-date MSME (Udyam Registration) certificates supporting their eligibility. Provisions shall be applicable only for the items for which the bidder holds valid registration. In the absence of adequate documentary proof, the bid shall be treated as non-responsive and is liable to be rejected.
- X. Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- XI. The bidders shall have to give complete/detail breakup of the price quoted wherever necessary, the price quoted should be in words and figures. Rates quoted should be inclusive of all taxes, freight etc. for free delivery in the Press / University premises. The bidders shall supply documentary evidence in case of escalation/de-escalation of Taxes or Duties such as Value Added Tax, Entry Tax, Central Sales Tax due to fiscal policy of the State or Central Government. The discretion to fix the price of goods/articles supplied rests with the Registrar, provided the supplier submits authentic documentary evidence.
- XII. The bidder shall deposit required amount of earnest money along with the tender. The tender without earnest money shall not be accepted under any circumstances. Request for transfer of any previous deposit or adjustment of earnest money concerning of any claim payable shall not be entertained.
- XIII. The bidders shall not be entitled any interest on the earnest money deposit, except what may be allowed and paid by the Bank/Postal Authorities and the unsuccessful bidders shall be refunded as early as possible.
- XIV. The rate/price accepted shall remain valid till 3 years.
- XV. There should not be overwriting, addition, alteration and erasing on Tender Paper. All corrections, if any, on the tender paper should be duly signed by the bidder.
- XVI. The tender paper purchased by a bidder cannot be transferred or sold to others. Only the purchaser of the tender paper can submit the tender.
- XVII. One rate shall be offered for one item. Submission of multiple rates against one item will lead to non-consideration of the item. In case there are different brands to be offered against one item, all of them should confirm the standard specifications, in such cases the bidder can offer maximum three rates with separate samples if needed.

- XVIII. No pre-condition pertaining to specification and quantity of the item shall be accepted.
- XIX. In the event of acceptance of rates, the bidder shall have to execute agreement with security deposit as per the following table:

Items	Security Deposit
A 3 Paper	Rs. 1,00,000/-
RESO Consumables (Pin and Ink)	Rs. 50,000/-
UPS(30 KV)	Rs. 50,000/-

The deposit shall be made in the Postal Savings Bank Account/P.T.D./N.S.C. in the name of bidder pledged in the name of the Registrar, Utkal University, Vani Vihar, Bhubaneswar. Scheduled Bank deposits should be made in the name of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar. Security Money should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.

- XX. In case of failure to deposit the security money and sign agreement in time, the firm may be blacklisted and the E.M.D. deposited for the specific items /article(s) for which the contract has been awarded may be forfeited as deemed necessary
- XXI. In the event of breach of contract by the bidder, the entire security deposit money shall be forfeited.
- XXII. The supply of the goods/materials shall be completed within the time specified.
- XXIII. Goods/articles supplied shall be received for taking weightment by using the weighbridge by the bidder at his own cost.
- XXIV. The bidder should have the experience of supplying the similar items full or partially in the last 3 years to the Government undertakings (attach Purchase Orders)
- XXV. The bidder must meet the following minimum average annual turnover criteria during the last three (03) financial years. The turnover should be supported by **audited financial statements /Income Tax Returns** and copies of the same must be enclosed with the Technical Bid.
- For A3 Size Paper (70 GSM): The bidder should have an average annual turnover of not less than ₹50,00,000/-(Rupees fifty lakhs).
 - For RISO Consumables (Ink and Pins): The bidder should have an average annual turnover of not less than ₹25,00,000 (Rupees twenty-five Lakhs).
 - For UPS (30 KVA): The bidder should have an average annual turnover of not less than ₹25,00,000 (Rupees twenty-five Lakhs).
- XXVI. The bidder must not be blacklisted by any government or public-sector organization.
- XXVII. The supplier will be responsible for the stock to reach the MSRC Utkal University Press or any other place within the University mention in the order in perfect condition.
- XXVIII. The supplier at his own interest should obtain transit insurance coverage of the articles at his own expense.
- XXIX. Payment shall be made only on receipt, supply and installation (in case of UPS) in perfect condition and quality as per specifications, etc. as mentioned in the terms and conditions of the Tender.
- XXX. If the work is found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.

- XXXI. All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules.
- XXXII. The invoice will be raised in favour of The Registrar, Utkal University, Vani Vihar, Bhubaneswar-751004.
- XXXIII. The supply or the installation of the work shall be completed in all respect within 30 days from the date of issue of work order.
- XXXIV. The tender along with sample should be furnished in the office of the Registrar, Utkal University, Vani Vihar, Bhubaneswar- 751004 on or before the last date and time specified for submission of tender. The sample received late shall not be accepted.
- XXXV. Tenders sealed and super scribed as above may also be sent by Registered Post (In case of Postal submission) addressed to the above authority so as to reach by the due date and time.
- XXXVI. The tender may be drop in the Sealed box at the University.
- XXXVII. Any tender even if posted on or before the due date fixed for submission of tender but reached beyond the due date and time will be liable for rejection.
- XXXVIII. All purchases shall be guided by the OGFR 2023, Finance Department, Government of Odisha along with other Government orders issued from time to time.
- XXXIX. Decision of the Registrar, Utkal University, Vani Vihar in regard to purchase of the articles stated in the Schedule above is final.
- XL. All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Bhubaneswar.

A.I SPECIFIC TERMS AND CONDITIONS FOR SUPPLY OF A3 PAPER.

- a) The packets must be sealed and well packed. Lose packets will not be accepted.
- b) The order will be placed periodically and the supplies is to be made accordingly.
- c) Packing/Markings shall have to be in conformity with I.S. or any other specification as per the Govt. requirement. Each Pack/ream. must have label revealing G.S.M., size, no. of sheets (in case of sheet paper) of the manufacturing firm.
- d) The quantity mentioned is indicative and may vary. The successful bidder shall be bound to supply increased or decreased quantities at the quoted rate during the contract period once or in phase manner. However, the annual requirement of A3 70 GSM would be approximately around 25000 reams.
- e) The bidder must quote to supply branded Paper of A3 size with different GSM.
- f) The Brand like JK Copier / Emami / Bilt etc. or equivalent brand are to be quoted.
- g) Starting from 70 GSM papers will only be considered

Parameter	Requirement
Paper Size	A3 (297 mm × 420 mm)
GSM (Grams per Sq.M)	70 GSM (as per requirement)
Color	White
Brightness	Minimum 90%
Opacity	Minimum 90%
Moisture Content	4–6%
Ream Packing	500 sheets per ream
Packaging	5 reams per box/carton
Quality Standards	IS 14490 / ISO certified paper
Brand	JK Paper /BILT, Emami or equivalent

- h) Sample paper of A3 with the sealed packet without fold for which rates are quoted should be supplied along with the tender. The bidder will also be required to submit the samples in shape of reels/reams free of cost for machine test on intimation.
- i) Seal with signature of the firm with name and address of the bidder.
- j) Seal with signature of the manufacturer on behalf of whom tender paper/ sample if required are furnished (in case of Distributor).
- k) Item number & specification.
- l) Name of the manufacturer giving authorization (in case of Distributor).

A.II SPECIFIC TERMS AND CONDITIONS FOR SUPPLY OF RISO PRINTING MACHINE PIN AND INK FOR RISO MACHINE

- a) The Pin and the Ink is specifically meant for the purpose of use in the RISO Com Color FT (Black) Printing Machine, RISO Com Color GD (Color) Printing Machine and RISO SF 5330 (Black) Printing Machine.

The different requirement of RISO Printing Machine pin	The details of requirement of RISO Printing Ink
• RISO FT Stapler Book Let: Item Code FG-20: S- 9454 (Com color Staple Booklet 10000 Pieces) • RISO GD Stapler Book Let: Item Code S- 4130 (HC Staple Booklet 20000(5000 Pieces X 4 Packets) pieces / Box)	• Com Color FT Ink Cartridge Black • Com Color GD Ink Cartridge Cyan • Com Color GD Ink Cartridge Gray • Com Color GD Ink Cartridge Magenta • Com Color GD Ink Cartridge Yellow • Com Color GD Ink Cartridge Black • SF II Type Black Noir S-8113RS
The annual requirement of RISO FT Stapler pin would be approximately around 5000 boxes containing 10000 pieces and other pin as per requirement.	The annual requirement of Com Color FT Ink- Black would be approximately around 400 Cartridge and other ink as per requirement.

- b) The quantity mentioned is indicative and may vary. The successful bidder shall be bound to supply increased or decreased quantities at the quoted rate during the contract period once or in phase manner.
- c) The packets must be sealed and well packed. Lose packets will not be accepted.
- d) The order will be placed periodically and the supplies is to be made accordingly.
- e) The prices shall remain firm and fixed during the tenure of the contract.
- f) Past experience in supplying RISO machine consumables to government or reputed institutions (proof of documents are to be attached).
- g) Packing/Markings of Date of manufacturing shall be mention in the cover of the packets.
- h) Experience Criterial: In respect of the filter applied for experience criteria, the Bidder or its OEM (themselves or through reseller) should have regularly, manufactured and supplied same or similar Category Products to any Central/ State Govt. Organization/ PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
- i) The University reserves the right to increase or decrease the quantity to be ordered. Bidders are bound to accept the order accordingly.
- j) In case of imported products, OEM or Authorized Seller of OEM should have a registered office in India to provide after sales service support in India. The certificate to this effect should be submitted. Preference will be given to the agency having its office at Bhubaneswar
- k) If required, the University will seek sample with bid or approval of samples during bid evaluation process. However, in bids for attached categories, trials are allowed.

- l) Mandating foreign/international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- m) Seeking experience from specific organization/department /institute only or from foreign/ export experience.

A.III SPECIFIC TERMS AND CONDITIONS FOR SUPPLY AND INSTALATION OF UPS (30 KV).

- a) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- b) Authorization Requirement: The bidder must submit an **Authorization Letter from the OEM (Original Equipment Manufacturer)** confirming:
 - Supply support
 - Availability of spares
 - Warranty commitment
- c) Delivery and Transit Risk: Delivery should be made within the stipulated time (e.g., 30 days from purchase order). All transit risks, insurance, loading/unloading, and safe delivery shall be the responsibility of the supplier.
- d) Installation and Commissioning: Installation and commissioning shall be carried out by the supplier at site which includes, all electrical interconnections, cabling from power source to UPS and UPS to load, integration with existing electrical system and system must be tested and made fully operational.
- e) Inspection and Acceptance: The equipment will be inspected upon delivery and after installation. The acceptance will be based on compliance with specifications and successful testing and performance demonstration
- f) Warranty and Support: Minimum 2–3 years comprehensive on-site warranty from date of commissioning which includes UPS unit and Batteries (minimum 1–2 years or as specified). Free replacement of defective parts during warranty.
- g) After-Sales Service: The bidder must ensure the service support within 24–48 hours of complaint. The availability of service engineers locally/regionally must be there. The AMC (Annual Maintenance Contract) rates to be quoted separately for post-warranty period. All the required documents (invoice, installation report, warranty certificate) are to be submitted after installation and functioning of the UPS.
- h) Penalty / Liquidated Damages: Delay in delivery or installation will attract penalty (e.g., 0.5% per week, subject to maximum 10% of order value).
- i) Safety and Standards: UPS system must comply with electrical safety standards. Proper earthing and protection mechanisms must be ensured.
- j) All the transit risks shall be the responsibility of the supplier.
- k) Seller's Responsibility: Installation and Commissioning shall involve all the interconnections, any cabling between power source, switch boards (as required) for input power and connecting output power in the Scope of seller.

Description / Specification of item / equipment: Online Ups of 30.0 KVA with Battery of backup with sealed maintenance free batteries (SMF) only

- Rating in KVA - 30.0 KVA
- Switching Technology – IGBT-PWM
- Input Voltage – AC Three phase 300 V-450V sinewave 50 Hz
- Output Voltage – AC 3 Phase 400+/-1% with alternative use settable setting 380V+/-1% 50

- Warranty for UPS (Years) – 2 Years
- Battery / Backup Bank Provided – With Battery
- Type – Sealed Maintenance Free (SMF) battery only.
- Voltage – 12V DC Make: Branded type like Panasonic, Exide, Luminous, Delta, Amaron or Equivalent
- Output: Battery/ Backup Bank Provided with Online UPS (Hint: In case the UPS is supplied with battery, seller shall ensure compliance to the GST Rates as per recommendations made in the 45th Meeting of GST council dated 17th Sep 2021) – With Battery
- Type of Battery (hint: NA in case Battery not provided – SMF-VRLA conforming to JISC: 8702 (Pt.I, II & III). Stationary Lead Acid Batteries With tubular positive plates in monobloc container conforming to IS:3369:1991 latest
- Backup time (minutes) (hint: NA in case Battery not provided) – 15 Minutes
- Battery Make - Branded type like Exide, Luminous etc....
- Battery Capacity (Ah) – 42
- Weight of the Battery (kg) – 8
- Number of Batteries – 32
- Minimum Guaranteed VAH – 1600 x Per KVA x Per hour of backup time
- Warranty for battery (Years) by Battery Manufacturer/ Brand Hint: NA in case battery not provided – 2
- Accessories – Rack for Batteries, Cabling as per requirement (input upto 3m and output up to 3m), The UPS shall be complete with Trolley for battery bank, battery, Cables and connectors etc.

Procedure for Submission of Technical and Financial Bids

The tender shall be submitted under a Two-Bid System, comprising of:

- (A) Technical Bid and
- (B) Financial Bid.

1. Technical Bid (Cover-I)

The Technical Bid shall be sealed in a separate envelope clearly super scribed as: **“Technical Bid for Supply of [Name of Item(s)]”**

The Technical Bid shall contain the following documents:

- Tender Paper Cost and EMD (must be deposited in the prescribed manner as specify earlier separately in case the bidder is bidding for two or more items)
- Proof of eligibility (Registration Certificate, GST, PAN, etc.)
- Experience certificates / past performance records
- Authorization certificate from manufacturer (if applicable)
- Compliance statement of technical specifications (item-wise)
- Documents in support of applicability of OGFR provisions (if claimed)
- Any other document as specified in the tender document

Note:

- The Technical Bid must not contain any price information.
- Inclusion of financial details in the Technical Bid will lead to rejection of the bid.

2. Financial Bid (Cover-II)

The Financial Bid shall be sealed in a separate envelope clearly super scribed as: **“Financial Bid for Supply of [Name of Item(s)]”**

- The Financial Bid shall be submitted strictly in the prescribed format.
- Rates must be quoted item-wise, inclusive of all taxes, duties, transportation, and installation charges (if applicable).
- Conditional pricing or deviation from the prescribed format shall not be accepted.

3. Outer Envelope (Cover-III)

Both the Technical Bid (Cover-I) and Financial Bid (Cover-II) shall be placed in a single sealed outer envelope superscribed as:

“Tender for Supply of Printing Paper / RISO Ink & Pins / UPS Systems”

Tender Notice No.: _____

Due Date: _____

The envelope should be addressed to:

The Registrar, Utkal University, Vani Vihar, Bhubaneswar – 751004

4. Item-wise Submission Clarification

- Bidders quoting for multiple items may submit a combined Technical Bid, clearly indicating item-wise eligibility and documents.
- However, Financial Bids must be submitted separately for each item in separate sealed envelopes.
- Each envelope must clearly indicate the specific item name.

5. Important Conditions

- All pages of the bid documents must be signed and stamped by the authorized signatory.
- Bids received after the due date and time shall not be considered.
- Any bid not submitted in the prescribed manner is liable to be rejected.

TENDER FORM

From

Date.....

M/s.....

To

Registrar,

Utkal University, Vanivihar, Bhubaneswar- 751004

Reference-

Tender Notice No....., dated.....

Dear Sir,

in response to your advertisement in the dated..... inviting tender for supply of different items for the MSRC Utkal University press, I/We, a Company/a Partnership Firm/an Association/Sole Proprietor (in the case of a Firm, an Association or a Syndicate please set out here full name of all Partners or members)

.....
carrying on business ashereby tender to supply and install items as mentioned in the tender paper is complete in all respects and the firm quoted rate for the item/items such as:

- a. _____
- b. _____
- c. _____

I/We agreed that this offer shall remain valid till _____ and if the offer is withdrawn before the said date, I/we shall be liable for damages to the extent to be determined by you and pay the same forthwith on demand without protest or demur.

I/we hereby agree to abide by and fulfill the terms and conditions set out in the INVITATION TO TENDER, INSTRUCTIONS TO TENDERERS, CONDITIONS OF CONTRACT, TENDER SCHEDULE AND ANNEXURES HERETO, which shall be deemed to form a part of this tender and I/we return herewith all these documents attested on each page in token of my/our acceptance thereof.

I/we hereby further agree to intimate the Registrar, Utkal University, Vani Vihar, Bhubaneswar-751004 at any time whether before or after acceptance of my/our tender, any change in the address as and or constitution of my/our firm/association/syndicate either by death or retirement of any partner or by the admission of a new partner or member (this clause shall apply whether tenderer is a firm/association or syndicate).

I/we hereby certify that I am/we are real manufacturers/stockiest/authorized agents of the overseas suppliers and my/our financial position is quite sound to fulfill the contract.

I/we hereby declare that this Tender and your acceptance to be communicated by you to me/us by registered letter or letter delivered by hand or special messenger or by shall constitute a valid and binding contract between us.

In presence of:

Full Signature of the Prop. /Managing Director/Authorized representative with official seal.

1. Signature of Witness

Address.....

Seal of Tenderer

.....
.....

Telephone No.....

Fax

Name, Address Phone no. and Signature of Witness

PROFORMA STATEMENT OF INFORMATION

Sl. No.	Document Required	Details	Remarks
1	Name and address of the firm		
2	Whether a Limited Firm or a Public or Private Undertaking Limited Company		
3	The names and addresses of Prop./ Partner/Managing Director/Manager/Authorized representative.		
4	The place of business of the tenderer within the State of Odisha		
5	Financial condition of the firm whether solvent or not, with details thereof.		
6	Whether a Manufacturer or an Authorized Distributor.		
7	Give the detailed Address of the Manufacturer/ Distributor		
8	VAT/GST Clearance Certificate (Form VAT/GST-612)		
9	Income Tax PAN Copy		
10	Filled Tender Proforma (in duplicate)		
11	SSI Certificate (if any)		
12	Tender Paper Cost		
13	Earnest Money Deposit (EMD)		
14	Manufacturer Authorization Certificate		
15	List of Samples with Rates (Triplicate)		
16	Authorization Letter of Representative		

17	Specimen Signatures (Quadruplicate)		
18	Audit Reports (Last 3 Years)		
19	Item-wise Authorization Letters		
20	Registered Office Address Proof		
21	Experience Documents (Purchase Orders)		
22	Turnover Proof ($\geq$ ₹1 Crore)		
23	Non-Blacklisting Declaration		
24	Sample Submission (Physical)		
25	OEM / After-Sales Support Certificate		
26	GST Registration Number		
27	Partnership/Company Registration Details		
28	Declaration of Manufacturer/Distributor Status		
29	Affidavit (for out-of-state bidders)		

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the information's given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Full Signature of the Prop. /
Partner Managing Director/
Authorized representative with official seal.

FINANCIAL BID FOR A-3 70 GSM PAPERS

Name of the Firm:

Address: and Contact Details:

	Brand Name	GSM	Quantity	Rate per packet inclusive all Taxes / GST in Rupees
A3 (297 mm × 420 mm)		GSM -70	One Packet/ Ream (500 sheets)	

(Note: If multiple types of papers are available under one brand then the rate may be specified separately. The quality and the details of features are mentioned in the terms and conditions. Any kind of corrections in the financial bid is subject to cancellation of the bid)

Full Signature of the Prop. /
Partner Managing Director/
Authorized representative with official seal.

FINANCIAL BID FOR PIN AND INK FOR RISO MACHINES

Name of the Firm:

Address: and Contact Details:

PIN FOR RISO MACHINES

Name of the product	Quantity	Rate per packet inclusive all Taxes / GST in Rupees
RISO FT Stapler Book Let: Item Code FG-20: S- 9454	Com color Staple Booklet 10000 Pieces / One Box	
RISO GD Stapler Book Let: Item Code S- 4130	HC Staple Booklet 20000 (5000 Pieces X 4 Packets)	

INK FOR RISO MACHINES

Sl. No.	Name of the product	Quantity	Rate per packet inclusive all Taxes / GST in Rupees
01.	Com Color FT Ink Cartridge Black	One Packet (1 number)	
02.	Com Color GD Ink Cartridge Cyan	One Packet (1 number)	
03.	Com Color GD Ink Cartridge Gray	One Packet (1 number)	
04.	Com Color GD Ink Cartridge Magenta	One Packet (1 number)	
05.	Com Color GD Ink Cartridge Yellow	One Packet (1 number)	
06.	Com Color GD Ink Cartridge Black	One Packet (1 number)	
07.	SF II Type Black Noir S-8113RS	One Packet (2 number)	

(Note: If multiple types of items are available under one brand then the rate may be specified separately. The quality and the details of features are mentioned in the terms and conditions. Any kind of corrections in the financial bid is subject to cancellation of the bid)

Full Signature of the Prop. /
Partner Managing Director/
Authorized representative with official seal.

FINANCIAL BID FOR 30KV UPS

Name of the Firm:

Address: and Contact Details:

Name of the product	Quantity	Rate per packet inclusive all Taxes / GST in Rupees
Supply, Installation, Testing & Commissioning of Online UPS of 30.0 KVA with Battery backup (SMF Batteries) as per specifications in tender, including: Battery Brand: _____ - 2 years warranty for UPS - Battery backup of 15 minutes using 32 nos. SMF-VRLA branded batteries of 12V, 42Ah - Rack, trolley, cabling as per requirement and connectors - Installation & Commissioning charges included at the site.	1 Set	

(Note: If multiple types of items are available under one brand then the rate may be specified separately. The quality and the details of features are mentioned in the terms and conditions. Any kind of corrections in the financial bid is subject to cancellation of the bid)

Full Signature of the Prop. /
 Partner Managing Director/
 Authorized representative with official seal.