

DIRECTORATE OF PRINTING,STATIONERY AND PUBLICATION,ODISHA,
MADHUPATNA,CUTTACK-753010.

**TENDER NOTICE NO.09/ 2017-18/ DISPOSAL OF
UNSERVICEABLE ARTICLES FOR THE YEAR, 2017-18.**

Sealed tenders are invited in prescribed form from the intending bidders on or before 21.11.2017 for disposal of Unserviceable articles “as is where is basis” for the year, 2017-18. Interested firms may access details from www.odisha.gov.nic.in / www.ogpress.nic.in or from the office of Accounts Officer of this Directorate during office hours on working days.

Sd/- Dr. S.Sarangi
D i r e c t o r,
Printing, Stationery & Publication,
Odisha, Madhupatna,Cuttack - 10.

TENDER CONDITIONS AND INSTRUCTION TO TENDERER FOR DISPOSAL OF UNSERVICEABLE ARTICLES FOR THE YEAR,2017-18 OF THE DIRECTORATE OF PRINTING,STATIONERY AND PUBLICATION,ODISHA,MADHUPATNA,CUTTACK-10.

1. INVITATION TO TENDER.

The Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 (hereinafter referred to as the “Director” on behalf of Government of Odisha) invites sealed tender from bonafide tenderers for disposal of some unserviceable articles as per list attached below “as is where is basis”.

2. SALE OF TENDER PAPER

i) The details of tender documents along with terms and conditions and list of articles can be obtained from the office of the undersigned on any working day from 31.10.2017 to 20.11.2017 at 11.00 A.M. to 4.00 P.M. on payment of Rs.500/- (Rupees five hundred) excluding G.S.T. aggregating to Rs.560/- (non-refundable) in cash only.

ii) The tender documents can also be down loaded from Odisha government website i.e. www.odisha.gov.nic.in/www.ogpress.nic.in. In such cases the tender is to be submitted along with a bank draft of Rs.560/- (Rupees five hundred sixty) only (non-refundable) drawn in favour of Director, Printing,Stationery and Publication,Odisha, Cuttack.

3. DATE OF OPENING OF TENDER

The tender should reach the undersigned by 1.30 P.M. on 21.11.2017 which will be opened at 3.00 P.M. on the same day in presence of the bidders or their representatives along with tender committee.

4. DEPOSIT OF EARNEST MONEY

i) The intending bidders shall be required to pay Earnest Money deposit amounting to Rs.5,000/- (Rupees five thousand) only in shape of fixed deposit receipt of any Nationalised Bank in favour of the Director, Printing,Stationery & Publication,Odisha, Cuttack-10/Postal Savings Bank Pass Book/N.S.C. duly pledged in favour of Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10(except Bank Draft, Demand Draft & Cheque) failing which the tender shall be rejected.

ii) The tenderer shall not be entitled to any interest on the Earnest Money, except what may be allowed and passed by postal Authorities/Bank Authorities.

iii) E.M.D. deposit of a successful bidders will be released by the Director, soon after completion of lifting work of the all unserviceable articles won by him and receipt of satisfactory performance report. The E.M.D. of unsuccessful bidders will be returned soon after expiry of the validity period as possible and latest by 30th day after the award of the contract.

iv) the E.M.D. is normally to remain valid for a period of 45 days beyond the financial bid validity period.

5. **UPSET PRICE**

The upset price of unserviceable articles mentioned against each of the item in the list below. The offer should not be below the upset price fixed for. The tender shall be rejected if any price quoted by the bidder is found less than the upset price of each item fixed for.

6. **INSTRUCTIONS TO TENDERER**

i) The unserviceable articles shall be inspected by the intending bidders on any working day within 11.00 A.M. to 4.00 P.M. from 13.11.2017 to 17.11.2017 (both dates inclusive) only on production of receipt obtained from this office against payment of Rs.500/- (Rupees five hundred) only excluding GST(non-refundable) towards the cost of tender paper. Each bidder can inspect the unserviceable articles for one day only in the concerned Unit. The bidders are advised to come early for inspection to avoid rush on the last day.

ii) The tenders received after stipulated time and date specified above without Earnest Money deposit will not be considered and liable for rejection.

iii) If any tenderer finds any irregularity or omission or is in doubt he should at once intimate the Director in writing and obtain clarification in writing prior to submission of the tender. Verbal clarification given by the Director or any of the staff shall not be binding on the Director.

iv) The rate shall be quoted for each/kg. separately both in figures and words clearly as per list attached.

v) The G.S.T. will be charged extra as applicable at the time of depositing the sale value of unserviceable articles etc.

vi) The highest bidder shall deposit the total cost of all the unserviceable articles at a time sold in his favour.

vii) Scoring, cutting, deleting etc., in the tender paper without attestation will be liable for rejection.

viii) Submission of more than one tender by a particular tenderer under different name is strictly prohibited, should it on any time be pointed out, the tender submitted by the tenderer would be rejected.

ix) All offers shall be addressed to the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 in double sealed cover clearly marked outside "**Tender for disposal of unserviceable articles for the year,2017-18**" and submitted to the Accounts Officer(Purchase) on or before 21.11.2017 upto 1.30 P.M.

x) A tender delivered or sent otherwise will be at the risk of the tenderer.

- xi) Any request in respect of additions, alterations, modifications, corrections etc, of terms and conditions or rates after opening of the tender may lead to rejection of the tender.
- xii) The legal address of the tenderer shall be furnished in the tender paper for correspondence.
- xiii) In the event of any dispute or difference arising in the disposal of unserviceable articles, the decision of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 shall be final.
- xiv) The unserviceable articles (as per list) can be inspected by the tenderer in the place of location with the permission of the officer in-charge as indicated against each below from 13.11.2017 to 17.11.2017 on production of receipt towards cost of the tender paper.

<u>Location of unserviceable articles available for disposal.</u>	<u>Officer with whose permission the unserviceable articles can be inspected</u>
Press Proper Unit, Madhupatna, Cuttack-10.	Deputy Director(P.P.)
Forms Unit, Madhupatna, Cuttack-10.	Joint Director (Forms Unit)
S.B.Press, Bhubaneswar.	Deputy Director(SBP)

- xv) Tenders shall remain valid till 31.3.2018..
- xvi) The tenderer, whose rate will be accepted for lifting of unserviceable articles for the year, 2017-18 should lift the said articles in full within one month from the date of receipt of the order on depositing the entire accepted cost alongwith G.S.T. as applicable in the Cash Section of the concerned Unit, failing which total E.M.D. shall be forfeited to Government.

7 **SUBMISSION OF DOCUMENTS/PARTICULARS ETC.**

- i) The complete tender documents duly signed with date in each page.
- ii) Proforma in duplicate duly filled in.
- iii) G.S.T. Clearance Certificate.
- iv) Copy of PAN card.
- v) E.M.D. as prescribed in para-4 of Invitation to tender.
- vi) Copy of the AADHAR Card of the bidder.

8. **Rights of acceptance/rejection of the Tender and of Contract.**

The right of acceptance of tender and/or award of contract rests with the Director who does not bind himself to accept the highest tender and also reserves the right to reject any or all of the tenders without assigning any reason thereof.

9. All disputes shall be finalized by the Court of Cuttack jurisdiction for the above purpose.

Sd/- Dr. S.Sarangi
D i r e c t o r,
Printing, Stationery and Publication,
Odisha, Madhupatna,Cuttack-753010.

STATEMENT OF INFORMATION

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/ Managing Director/Manager/Authorised representative.

(b) Is the place of business of the tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.

(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote G.S.T. Registration No.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing Director/Authorised representative with address or addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

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 informations 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.

Signature of the Prop./Partner
Managing Director/Authorised representative.

STATEMENT SHOWING THE DIFFERENT TYPES OF UNSERVICEABLE ARTICLES LYING IN DIFFERENT UNITS / BRANCH PRESSES OF THIS DIRECTORATE OF PRINTING, STATIONERY AND PUBLICATION, ODISHA, MADHUPATNA, CUTTACK-10.

SI No	Name of the items	Place of location								Total Quantity	Upset price fixed during the year, 2017-18 in Rs.	Rate to be quoted by the bidder
		Forms Unit	location	P.P Unit	location	Sectt Press, BBSR	location	Section wise	location			
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Paper Core (60 cms. width)	1700 Nos. (Approx.)	Paper Store (Forms)	407 nos (Approx.)	D.D (P.P)	---	---	---	---	2107 Nos (Approx.)	Rs.13.50 Per no.	
2.	Paper Core (84cms. width)	1700 Nos. (Approx.)	Paper Store (Forms)	610 nos (Approx.)	D.D (P.P)	---	---	---	---	2310 Nos (Approx.)	Rs.17.00 Per no.	
3.	Alluminium Plate (used)	300Kgs. (Approx.)	Paper Store (Forms)	2080 Kgs (Approx.)	D.D (P.P)	---	---	---	---	2380 Kgs (Approx.)	Rs.117/- per kg.	
4.	Plastic Jarkin	---	----	100 nos (Approx)	D.D (P.P)	---	---	---	---	100 Nos	Rs.10/- per kg.	
5.	Weighing M/c(Big) (defective)	1 No	Paper Store (Forms)	---	---	---	---	---	---	1 No (550 kgs.)	Rs.20/- per kg.	
6.	Weighing M/c(Small) (defective)	1 No	Paper Store (Forms)	---	---	---	---	---	---	1 No (500 kgs.)	Rs.20/- per kg.	
7.	Empty Mobil Drum (210 ltrs. capacity)	3 Nos	Physical Store (Forms)	---	---	---	---	---	---	3 Nos.	Rs.250/- per no.	
8.	Empty Chemical Plastic Jar (25 ltrs. capacity)	30 Nos	Physical Store (Forms)	---	---	---	---	---	---	30 Nos	400/- per kg.	
9	Empty Chemical Plastic Jar (5 ltrs. capacity)	24 Nos	Physical Store (Forms)	---	---	---	---	---	---	24 Nos	Rs.400/- per kg.	
10.	Broken Iron Windows	15 Nos	Forms Portico	---	---	---	---	---	---	15 Nos x 3 kgs =45 kgs.	Rs.20/- per kg.	
11	Kerosene Generator	2 Nos	Security Section (Forms)	---	---	---	---	---	---	2 Nos	Rs.5,000/- per no.	
12	Old Generator (0.5 H.P, Petrol running)	---	---	---	---	---	---	1 No	Loomber Room of P.P Gate	1 No	Rs.5,000/- per no.	

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Sl No	Name of the items	Place of location								Total Quantity	Upset price fixed during the year,2017-18 in Rs.	Rate to be quoted by the bidder
		Forms Unit	location	P.P Unit	location	Sectt Press, BBSR	location	Section wise	location			
1	2	3	4	5	6	7	8	9	10	11	12	13
13	Iron Grill Gate	2 Nos	Canteen (Forms)	---	---	---	---	---	---	2 Nos x 50 kgs.=100 kgs.	Rs20/- per kg.	
14	Wooden Table	---	---	---	---	---	---	1 No	Infront of Composing Sec-II,III, & IV Varandah Security Section (P.P Unit)	3 Nos.	Rs.1,000/- per no.	
								2 Nos	Infront of Mono Section Varndah Security Section P.P			
15	Wooden Almirah	1 No	Canteen (Forms)	---	---	---	---	1 No	Infront of Composing Sec-II,III, & IV Varandah Security Section(P.P Unit)	2 Nos	Rs.2,000/- per no.	
16	Wooden Chair	5 Nos	Canteen (Forms)	---	---	---	---	1 No	Establissement Section-II	27 Nos	Rs.150/- per no.	
		3 Nos	Conference Hall (Forms)					1 No	Infront of Composing Sec-II,III, & IV Varandah Security Section (P.P Unit)			
								8 Nos	Infront of Mono Section Varndah Security Section P.P			
								5 Nos	Publication store premises			
								2 Nos	Cash(P.P)			
								2 Nos	Establissement Section-V			

Sl No	Name of the items	Place of location								Total Quantity	Upset price fixed during the year,2017-18 in Rs.	Rate to be quoted by the bidder
		Forms Unit	location	P.P Unit	location	Sectt Press, BBSR	location	Section wise	location			
1	2	3	4	5	6	7	8	9	10	11	12	13
17	Broken Wooden Chair	---	---	---	---	---	---	2 Nos	Budget Section	2 Nos	Rs.150/- per no.	
18	Electric Barlight Frame	5 Nos	Canteen (Forms)	---	---	---	---	---	---	5 Nos	Rs.50/- per no.	
19	Iron Grill	1 No	Offset Section (Forms)	---	---	---	---	---	---	1 No (55 kgs.)	Rs.20/- per kg.	
20	Iron Frame & Grill	2 nos	Binding portico (Forms)	---	---	---	---	---	---	2 Nos x50 kgs.=100 kgs.	Rs.20/- per kg.	
21	Iron Almirah Small	5 nos	Canteen Room (Forms)	---	---	---	---	5 Nos	Publication store premises	10 Nos x 30 kgs. = 300 kgs.	Rs.20/- per kg.	
22	Iron Trolley							5 Nos	Publication store premises	5 Nos x 40 kgs.= 200 kgs.	Rs.20/- per kg.	
23	Steel Almirah	---	---	---	---	---	---	1 No	Infront of Composing Section II,III, & IV Varandah Security Section (P.P Unit)	1 No (65 kgs.)	Rs.20/- per kg.	
24	Iron Table	3 Nos	Canteen Room (Forms)	---	---	---	---	1 No	Esstablishment Section-II	16 Nos x 15 kgs. = 240 kgs.	Rs.20/- per kg.	
		2 Nos	Conference Hall (Forms)					1 No	Infront of Mono Section Varandah Security Section P.P unit			
								4 Nos	Publication store premises			
								2 Nos	Esstablishment Section-V			
								3 Nos	Cash Section (P.P)			

Sl No	Name of the items	Place of location								Total Quantity	Upset price fixed during the year,2017-18 in Rs.	Rate to be quoted by the bidder
		Forms Unit	location	P.P Unit	location	Sectt Press, BBSR	location	Section wise	location			
1	2	3	4	5	6	7	8	9	10	11	12	13
25	Iron Chair	3 Nos	Canteen Room (Forms)	---	---	2 Nos	Sectt Press, BBSR	4 Nos	Infront of Mono Section Varandah Security Section P.P unit	31 Nos x 8 kgs. = 248 kgs.	Rs.20/- per kg.	
		5 Nos	Conference Hall (Forms)					7 Nos	Section officer Bills P.P Unit			
								10 Nos	Publication store premises			
26	Iron Folding Chair	---	---	---	---	---	---	3 Nos	Esstablishment Section-II	3 Nos x 4 kgs. = 12 kgs.	Rs.20/- per kg.	
27	Moving Chair	---	---	---	---	---	---	2 Nos	Infront of Mono Section Varanadha of Security section (P.P)	2 Nos x 15 kgs. = 30 kgs.	Rs.20/- per kg.	
28	Wooden M/c box frame	21 Nos	M/c portico & M/c Branch(Forms)	---	---	---	---	---	---	21 Nos	Rs.20/- per kg.	
29	Iron Rack	3 Nos	Conference Hall (Forms)	---	---	---	---	6 Nos	Infront of Composing Sec-II,III, & IV Varandah Security Section (P.P Unit)	31 Nos x 30 kgs. = 930 kgs.	Rs.20/- per kg.	
								20 Nos	Publication store premises			
								1 No	Cash (P.P)			
								1 No	Esstablishment Section-V			
30	Iron Frame Chair	8 Nos	Conference Hall (Forms)	---	---	---	---	---	---	8 Nos x 3 kgs. = 24 kgs.	Rs.20/- per kg.	
31	Iron Letter Box	---	---	---	---	---	---	2 Nos	Esstablishment Section -II	2 Nos x 1 kg. = 2 kgs.	Rs.20/- per kg.	

SI No	Name of the items	Place of location								Total Quantity	Upset price fixed during the year,2017-18 in Rs.	Rate to be quoted by the bidder
		Forms Unit	location	P.P Unit	location	Sectt Press, BBSR	location	Section wise	location			
1	2	3	4	5	6	7	8	9	10	11	12	13
32	Wooden type case (Composing)	---	----	---	---	15 Nos	Sectt Press, BBSR	---	---	163 Nos	Rs.80/- per kg.	
						148 Nos	S.C.S Press, Khandapara					
33	Wooden Telephone Box	---	---	---	---	---	---	1 No	Esstablishment Section -II	1 No	Rs.80/- per kg.	
34	Wooden Box	---	---	---	---	---	---	1 No	Esstablishment Section -II	1 No	Rs.80/- per kg.	
35	Iron Box(Comp Type)	---	----	---	---	3 Nos	Sectt Press, BBSR	---	---	3 Nos x 1 kg. = 3 kgs.	Rs.20/- per kg.	
36	Iron Roller	---	----	---	---	3 Nos	Sectt Press, BBSR	---	---	3 Nos x 15 kgs. = 45 kgs.	Rs.20/- per kg.	
37	Old Motor	---	----	---	---	3 Nos	Sectt Press, BBSR	---	---	3 Nos	Rs.2,759/- per no.	
38	Iron Galley	---	----	---	---	200 Nos	S.C.S Press, Khandapara	---	---	200 Nos x 1 kg. = 200 kgs.	Rs.20/- per kg.	
39	Wooden type rack	---	---	---	---	5 Nos	S.C.S Press, Khandapara	---	---	5 Nos	Rs.80/- per no.	
40	Wooden Composing Stand	---	---	---	---	12 Nos	S.C.S Press, Khandapara	---	---	12 Nos	Rs.80/- per no.	
41	Wooden type Box	---	---	---	---	2 Nos	S.C.S Press, Khandapara	---	---	2 Nos	Rs.80/- per no.	
42	Pie Type (Defaced)	---	---	---	---	17 Quintal	S.C.S Press, Khandapara	---	---	17 Quintal	Rs.113/- per kg.	
43	Iron Imposing Chase	---	---	---	---	20 Nos	S.C.S Press, Khandapara	---	----	20 Nos x 2 kgs. = 40 kgs.	Rs.20/- per kg.	

Sl No	Name of the items	Place of location								Total Quantity	Upset price fixed during the year,2017-18 in Rs.	Rate to be quoted by the bidder
		Forms Unit	location	P.P Unit	location	Sectt Press, BBSR	location	Section wise	location			
1	2	3	4	5	6	7	8	9	10	11	12	13
44	Old Xerox Machine Defective (Cannon Make)	---	---	---	---	---	---	1 No	In the Office Room Of Establishment Officer	1 No	Rs.10/- per kg.	
45	Broken Wooden Rack	---	---	---	---	---	---	1 No.	Budget Section	1 No	Rs.20/- per kg.	
46	Old Steel Almirah (3.5 ft into 2 ft)	---	---	---	---	---	---	3 Nos	Budget Section	3 Nos x 30 kgs. = 90 kgs.	Rs.20/- per kg.	
47	Old Broken wood pieces	---	---	---	---	---	---	50 Kg (Approx)	Loomber room of P.P Unit Gate	50 Kg (Approx)	Rs.20/- per kg.	
48	Fire-Extinguisher	---	---	---	---	---	---	10 Nos	Publication store premises	10 Nos	Rs.20/- per kg.	
49	Godrej Almirah Big	---	---	---	---	---	---	1 No	Cash Section (P.P)	1 No. (65 kgs.)	Rs.20/- per kg.	
50	Godrej Almirah Small	---	---	---	---	---	---	1 No	Cash Section (P.P)	1 No (30 kgs.)	Rs.20/- per kg.	
51	Folding Iron Chair	---	---	---	---	---	---	1 No	Cash Section (P.P)	1 No (3 kgs.)	Rs.20/- per kg.	
52	Broken Wheel Chair	---	---	---	---	---	---	1 No	Press Correspondence Section (P.P)	1 No (8 kgs.)	Rs.20/- per kg.	
53	Monitor of Computer H.P Brand	---	---	---	---	---	---	1 No	Press Correspondence Section (P.P)	1 No	Rs.10/- per kg.	
