

ODISHA MOTOR TRANSPORT DRIVER & WORKERS' WELFARE BOARD
(BOARD CONSTITUTED UNDER ODISHA MOTOR TRANSPORT DRIVER & WORKERS'
WELFARE SCHEME 2023)

Letter No. XLV- 9315 /2024/

ITC

Date- 27/06.2024

SHORT QUOTATION CALL NOTICE FOR SUPPLY AGENCY

Odisha Motor Transport Driver & Workers' Welfare Board invites sealed quotation for supply of following stationery and general use items.

The detail of the items is given below:

Sr. No.	Product	Quantity
1.	A3 Printing Paper	5 packets
2.	A4 Printing Paper	15 packets
3.	500 pages Register Notebook (long ruled)	10 numbers
4.	Stapler (Small)	5
5.	Stapler Pin	30 packets
6.	Stainless Steel Storage Rack (6' x 4' size)	4 numbers
7.	Godrej office Almirah (6' height)	2 numbers
8.	Box File Folder	30 Number

The terms and conditions of the contract are as under:

- i. Quotation for the same shall be submitted on or before **3rd July 2024, 4:00 PM.**
- ii. The quotation shall be submitted in prescribed format to **Member Secretary cum Transport Commissioner, Odisha, 6th Floor, Rajaswa Bhawan, Cuttack-753002.** (In person only, Quotation submitted through any other means shall not be accepted.)
- iii. The quotation shall be accompanied with self-affected copies of the following document:
 - a. Valid GST Certificate
 - b. PAN Card
 - c. Registration Certificate/ Trade Certificate.
 - d. Declaration of Non-Blacklisting as provided in **Annexure - A.**
- iv. Rate of each item shall be quoted as per **Annexure - B.** The rate should be inclusive of tax & including delivery charges.
- v. The agency would be required to deliver items as per the instructions of Odisha Motor Transport Driver Worker Welfare Board. No additional cost will be paid for transportation and logistics services.
- vi. The payment shall be made after delivery of items against workorder issued by the office.

Yours faithfully


Addl. Commissioner Transport
(Tech.) STA, Odisha, Cuttack

Annexure-A

(On the Letterhead of the Agency)

To,

The Transport Commissioner,
Transport Commissioner Office, Odisha
6th Floor, Rajaswa Bhawan, Cuttack-753002
Government of Odisha

Subject: Non-Black Listing Declaration for selection of agency for supply of stationery and general use item for the functioning of Odisha Motor Transport Driver & Workers' Welfare Board.

I/We, M/s.(name of the agency), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoters/ partners are not barred or blacklisted by Transport Commissioner Office, Odisha or any State Government or Central Government or any Government agency / Department from procurement process as on the proposal due date.

We undertake that, in the event of us or any of our promoters/ partners being blacklisted / barred at any time post the date of this affidavit, we shall intimate Odisha Motor Transport Driver & Workers' Welfare Board of such blacklisting.

Dated this _____ Day of _____.

Name of the bidder: _____

Signature of the Authorised Signatory: _____

Name of the Authorised Signatory with Date and seal: _____

Annexure-B: Format for Quotation Letter

[On the Letter head of the Bidder]

To

The Transport Commissioner,
Office of the Transport Commissioner,
Government of Odisha
6th Floor, Rajaswa Bhawan Cuttack – 753001 (Odisha)

Date:

Sub: Quotation for selection of agency for supply of stationery and general use item for the functioning of Odisha Motor Transport Driver & Workers' Welfare Board.

Sir,

1. We undertake, if our quotation is accepted, to commence the services, within the respective times stated in the notice.
2. We agree to abide by this quotation, which consist of our financial offer hereto, for a period of 120 days from the date fixed for submission of the quotation and it shall remain binding on us and may be accepted by you any time before the expiration of that period.
3. We understand that the payments shall be paid by Odisha Motor Transport Driver & Workers' Welfare Board after delivery of items against workorder issued by the office as per the instruction from the Odisha Motor Transport Driver & Workers' Welfare Board.
4. We abide by the commercial offer/quotation annexed herewith and terms conditions of the Odisha Motor Transport Driver & Workers' Welfare Board.

Yours faithfully,

(Signature of Authorised Signatory)

(Name, Title, Address, Date)

Annexure-C: Format for Quotation

[On the Letter head of the Bidder]

Date:

Quotation for selection of agency for supply of stationery and general use item for the functioning of Odisha Motor Transport Driver & Workers' Welfare Board.

Sr. No.	Particulars	Unit Rate in Rupees to be charged by the Agency (Including all taxes)
1.	A3 Printing Paper	
2.	A4 Printing Paper	
3.	Register Notebook	
4.	Stapler (Small)	
5.	Stapler Pin	
6.	Steel Storage Rack	
7.	Almirah	
8.	Box File	
9.	Any Other (as per requirement of the OMTDWW Board)	

Yours faithfully,

(Signature of Authorised Signatory)

(Name, Title, Address, Date)