



OFFICE OF THE ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY LTD.  
Handlooms, Textiles & Handicrafts Deptt. Govt. of Odisha

No...1986.....

Date...19.7.25

**boyanka**  
**QUOTATION CALL NOTICE**

No.

Dt.

Name of the work :- Supply of **Computer Materials & Packing Materials** to **Odisha State Handloom WCS Ltd**, Boyan Bhawan at PJN Marg, Bhubaneswar. The last date and time of submission of quotation is **04.08.2025 at 6.00 PM.**

Refer our website- [www.sidacodisha.org.in](http://www.sidacodisha.org.in) for details. All the information in connection with this Quotation Call Notice will be available in this website.

  
G.M-cum-Secretary  
Boyanka

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Handlooms, Textiles & Handicrafts Deptt. Govt. of Odisha

No.....

Date.....

**QUOTATION CALL NOTICE**

Sealed quotations are invited from the interested parties for supplying of **Computer Materials & Packing Materials** to Odisha State Handloom WCS Ltd, Boyan Bhawan, PJN Marg, Bhubaneswar as per schedule/specification (enclosed). The rates to be finalized in this quotation process will be valid up to **31.07.2026**. The quotationers are required to verify & acknowledge the sample of **Computer Materials & Packing Materials**, during working hours in the Store Section of Head Office at Boyan Bhawan, Bhubaneswar prior to quoting their rates. Quotations should be submitted in 2 (two) Bids - "**Pre Qualification Bid**" & "**Financial Bid**" in separate sealed cover containing in one sealed cover superscribed for supplying of Computer Materials & Packing Materials to Odisha State Handloom WCS Ltd, Boyan Bhawan, PJN Marg, Bhubaneswar . The pre Qualification Bid must be accompanied with the following documents.

1. EMD of **Rs.50,000.00 (Rupees fifty thousand)** only in shape of Bank Draft drawn on any Nationalized/Scheduled Bank, in favour of Odisha State Handloom WCS Ltd., Bhubaneswar payable at Bhubaneswar.
2. Self attested photo copy of GST/GSTIN registration certificate & up to date return copies for the year **2022-23 & 2023-24 up to March'2025**.
3. Self attested photocopy of PAN & up to date Return Certificate of Income Tax for **2021-22, 2022-23 & 2023-24**.
4. Audited Statement of Accounts (Balance Sheet and Profit & Loss Account) of the firm for similar nature of business showing Turnover not less than **Rs.50.00 lakhs (Rupees Fifty lakhs)** only for each of last three financial years (**2021-22, 2022-23 & 2023-24**) and IT Return Acknowledgement.
5. Samples of items as mentioned at SI no. 1, 2, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18 of the table to be presented before the committee on the day of opening of Pre Qualification Bid.

Continue





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6. Undertaking in shape of Affidavit for not have been blacklisted by any Central/State Govt. any Autonomous Bodies during the recent past as per **Annexure-A.**

7. Undertaking that no criminal case is pending with the police at the time of submission of bill as per **Annexure-B.**

8. Undertaking that the samples for supplying of Computer Materials & Packing Materialsto be supplied have been duly verified as per **Annexure-C.**

9. Undertaking regarding trueness & correctness of the information submitted by the firm as per **Annexure-D.**

Any quotation not accompanied by requisite documents mentioned here in above is liable to be invalid.

The Financial Bid must be submitted in the prescribed format as per the schedule with the item wise rate per unit & total financial involvement for the entire work. The tender should be submitted / reached the office of the Managing Director, Odisha State Handloom Weaver Coop. Society Ltd., Boyan Bhawan, PJN Marg, Unit-III, Bhubaneswar latest by **6.00 PM on Dt.04.08.2025 through Speed Post/Registered Post. The Pre Qualification Bid will be opened at 11.00 PM on Dt.05.08.2025 in presence of the quotationers or their authorized representatives. The Financial Bid in respect of the quotationers qualified in Pre Qualified Bid will be opened at 04.00 PM on Dt.05.08.2025.**

The volume/numbers/quantity as mentioned in the scheduled is quite approximate & may vary up to any extent either way & work order will be placed in phased manner and payment shall be regulated on the basis of actual procurement and on the rates initially approved. For extra items the quotationers will have to quote rate separately. For all such extra items, the authority reserves the right to pay the lowest of the rates quoted by the competing quotationers. No advance shall be paid to the selected quotationers for supply of materials. Payment shall be made only after completion of the supplying of materials.

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All the Quotationers should fill the rate quoted in figures as well as in words. The quotation form may be filled in English and all entries made by hand and written in ink. Over writings in rate is not permitted. All corrections should be attested by the quotationers with his initials as many times as corrections occur. Each page of the quotation form and other related papers submitted there-with should be signed by the Quotationers. Any discrepancy in the rates written in figures and words, then rates written in word is final. Similarly discrepancy in the rates quoted for unit rate and total amount, then the rate quoted for unit is final.

The Earnest Money of the successful tenderers will be retained for successful completion of the contract & shall be returned only after contract period.

The undersigned reserves the right to reject any or all quotations without assigning any reasons. Conditional quotations in any form whatsoever will not be qualified/considered and will be liable for outright rejection.

By order of the Managing Director

  
**G.M. cum-Secretary**

**C.C to Notice Board.**





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**Schedule of Quantities with Specification**

| SI NO | ITEMS  | UNIT | QTY/KG | Rate per unit | AMOUNT |
|-------|--|------|--------|---------------|--------|
| 1     | Barcode sticker (80 x 35mm) Per Thousand   | Pcs  | 600    |               |        |
| 2     | Computer pre printed bill 80 GSM Per Thousand  | Pcs  | 500    |               |        |
| 3     | Dynapost Envelope (12 x 16)  | Pcs  | 3000   |               |        |
| 4     | Dynapost Envelope (15 x 19)  | Pcs  | 2000   |               |        |
| 5     | Hessian cloth (40 x 90z)   | Mtr  | 8000   |               |        |
| 6     | Hologram sticker (silver color) 25 x 25mm  | Pcs  | 600000 |               |        |
| 7     | Jute twine (3 ply)   | Kg   | 800    |               |        |
| 8     | Netted synthetic bag with handle of size 19" x 16" x 6" (95 GSM) Blue color both side single color print   | Pcs  | 15000  |               |        |
| 9     | Netted synthetic bag with handle of size 17" x 13" x 5" (90 GSM) Ghee color both side single color print   | Pcs  | 20000  |               |        |
| 10    | Non woven D cut handle bag of size 16" x 20" (65 GSM) Ivory color with both side single color print per Kg | Kg   | 3500   |               |        |
| 11    | Non woven D cut bag of size 15" x 19" (65 GSM) Ivory color with both side single color print per Kg        | Kg   | 15000  |               |        |
| 12    | Non woven D cut bag of size 13" x 18" (65 GSM) Ivory color with both side single color print per Kg        | Kg   | 20000  |               |        |
| 13    | Non woven D cut bag of size 12" x 16" (65 GSM) Ivory color with both side single color print per Kg        | Kg   | 15000  |               |        |
| 14    | Non woven D cut bag of size 10" x 14" (65 GSM) Ivory color with both side single color print per Kg        | Kg   | 7000   |               |        |




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| SI NO | ITEMS                              | UNIT | QTY/KG | Rate per unit | AMOUNT |
|-------|------------------------------------|------|--------|---------------|--------|
| 15    | Paper hanging sticker Per Thousand | Pcs  | 600    |               |        |
| 16    | Plastic stripe                     | Pcs  | 15     |               |        |
| 17    | Plastic Tag (5000 piece per pkt.)  | Pcs  | 120    |               |        |
| 18    | Ploythine sheet                    | Kg   | 1000   |               |        |
| 19    | Tagging Gun                        | Pcs  | 30     |               |        |
| TOTAL |                                    |      |        |               |        |

By order of the Managing Director

  
G.M-cum-Secretary

***Annexure-A***

**UNDERTAKING**

**(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)**

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past

**Yours sincerely,  
Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**

**UNDERTAKING**

**(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)**

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company /of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

**Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**



***Annexure-C***

**UNDERTAKING**

**(On the Bidder's Letter Head regarding verification of samples for supplying materials to be supplied)**

I, hereby undertake that sample for supplying of computer materials, packing materials, printing materials & official stationeries to be supplied have been duly verified by me

**Yours sincerely,  
Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**

**UNDERTAKING**

**(On the Bidder's Letter Head regarding trueness of the submitted information)**

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

**Authorized Signature  
(in full and initials)**

**Name and Designation of the Signatory  
Name of the Bidder and Address:**