



ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ
(Established by Govt. of Odisha in 1956 & Upgraded in 2009 to A State Govt. University Covered
Under Section 2(f) & 12 (B) of UGC Act.)
P.O : Engineering College, Burla (Siddhi Vihar), Dist : Sambalpur Odisha -768018, INDIA
Ph : 0663-2430211, Fax : 0663-2430204 Website : www.vssut.ac.in

No. VSSUT/CSP/ 83 /2026

Date: 14/07/2026

QUOTATION CALL NOTICE

Sealed quotations are invited under a Two-Bid System (Technical Bid and Financial Bid) from reputed Manufacturers/Authorized Distributors/Authorized Dealers having valid PAN, GST Registration and other requisite documents for the supply of JK Red Copier Paper (A4 Size, 75 GSM) to the Central Store & Purchase Section, VSSUT, Burla.

The interested firms may download the details from the University website and submit the quotations to the undersigned by 31.07.2026 up to 5.00 PM through registered/speed post only. The envelope containing the quotations must be superscribed "Xerox Paper" - CSP" at the left hand top corner.

The details of the advertisement along with terms and conditions are available in the University website www.vssut.ac.in

REGISTRAR

Memo No. VSSUT/CSP/ 84 /2026

Date: 14/07/2026

Copy to:

1. Director I&PR Department, Govt. of Odisha, Bhubaneswar, with a request to publish the above advertisement in one issue of the Odisha daily edition (ALL ODISHA EDITION) of THE SAMAJ using minimum space at I&PR approved/lowest rates. The bills may be sent to the Comptroller of Finance, VSSUT, Burla -768018 in TRIPLICATE along with copies of the paper in which the publication is made, for necessary payment.
2. The University/ Department Notice Board for publicity.
3. Dean F&P, with a request to hoist the quotation call notice in the University website for wide publicity.
3. The Comptroller of Finance for information and necessary action.
4. PA to VC for information of Hon'ble Vice Chancellor.

REGISTRAR

Sl No.	Description	Unit
1	Xerox Paper (Plain Copier Paper) Size: A4 Make: JK Paper Color: Red GSM: 75 Ream: 500 sheet Brightness 94 +/-1%	700

Sealed quotations (properly stitched) are invited by the Registrar, Veer Surendra Sai University of Technology (VSSUT), Odisha, from reputed and experienced Manufacturers/Authorized Distributors/Dealers for the supply of JK Red Copier Paper (75 GSM) to the Central Store & Purchase Section, VSSUT, Burla.

Important Dates

Technical Bid Opening	04.08.2026 at 11.00 AM
Financial Bid Opening	07.08.2026
Address	The Registrar, VSSUT, Burla, Sambalpur-768018

Eligibility Documents

- Valid GST Registration Certificate.
- Certificate of Incorporation/Registration, as applicable.
- MSME/Udyam Registration Certificate, if applicable.
- Authorized Dealership/Distributor Certificate from the OEM, wherever applicable.
- Experience certificates/work orders for similar supplies to Government Departments/PSUs/Autonomous Bodies/Educational Institutions.
- Self-declaration that the firm has not been blacklisted.
- Signed and stamped copy of the quotation document.
- Any other document establishing technical capability and financial eligibility.

Technical Bid (Cover-A)

- Technical specifications as per **Annexure-III**.
- Manufacturer/Authorized Dealer certificate.
- Authorization letter from the manufacturer, wherever applicable.
- Copy of PAN and GST Registration Certificate.
- Signed copy of the complete quotation document on every page.

Financial Bid (Cover-B)

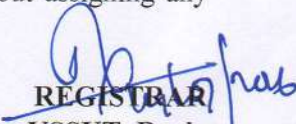
Only technically qualified bidders' financial bids will be opened. Prices shall be quoted as per Annexure-I inclusive of GST, packing, forwarding, transportation, unloading and delivery at the Central Store & Purchase Section, VSSUT, Burla.

Submission of Bids

The quotation shall be submitted under a two-bid system: Cover-A (Technical Bid) and Cover-B (Financial Bid). Both sealed covers shall be placed in one outer sealed envelope superscribed with the quotation reference number, name of the item, and bidder's name and address.

General Terms

- No price shall be indicated in the Technical Bid.
- Late, email, fax or incomplete quotations shall be rejected.
- Bid validity shall be 180 days from the date of opening.
- 100% payment shall be released within 30 days after satisfactory supply and acceptance.
- The supplier shall bear all applicable taxes and duties until delivery.
- The Purchaser reserves the right to accept or reject any or all quotations without assigning any reason.


REGISTRAR
VSSUT Burla

ANNEXURE-I

PRICE SCHEDULE (ITEM WISE)

Item Serial No	Item Description (with make & model)	Quantity & Unit	(A1) Base Price/Unit	(A2) Freight Charge (if any)	(A3) Any Other (If any, Mention Details)	(A) Price excluding GST = A1+A2+A3 in INR	(B) GST in INR	Total = A+B in INR	IN WORDS

Note: Any type of correction/ addition in price schedule shall not be permissible. Taxes mentioned elsewhere except this price bid will not be taken into consideration.

Note:

1. In case of discrepancy between unit price and total prices, THE UNIT PRICE shall prevail.
2. The stipulations in Technical Specification will supersede above provisions.
3. It would be the responsibility of the supplier to import and get them custom cleared and pay all necessary duties.

Place:

Date:

Signature of Bidder
Business Address
Seal of the Bidder

ANNEXURE-II

AUTHORISATION FORM

No. _____ / Date _____ /

To
The Registrar,
VSSUT Odisha
Burla, Sambalpur.

Dear Sir,
Reference Quotation No.

Sir,

We, **M/s.** _____, having our Registered Office/Manufacturing Unit at _____, hereby authorize **M/s.** _____, having its office at _____, to submit the bid, participate in the quotation process, and, if successful, execute the contract for the **Supply of JK Red Copier Paper (A4 Size, 75 GSM)** against the above-mentioned quotation.

We certify that the above firm is our duly authorized Dealer/Distributor for this quotation and that no other Dealer/Distributor/Agent has been authorized by us to submit a bid against this invitation.

We further undertake to honour all obligations relating to the quality, genuineness, warranty (where applicable), and timely supply of the quoted items in accordance with the terms and conditions of the quotation.

This authorization shall remain valid for the entire quotation process and, if the contract is awarded, until successful completion of the supply.

Yours faithfully,

For and on behalf of the Manufacturer

Signature: _____

Name: _____

Designation: _____

Company Seal

Note:

1. This authorization shall be issued on the original letterhead of the manufacturer and signed by a competent authority.
2. The original Manufacturer's Authorisation Form shall be enclosed with the Technical Bid.
3. The authorized signatory or Power of Attorney holder shall be competent to execute the contract on behalf of the manufacturer.

ANNEXURE-III

Technical Details of JK Red Copier Paper (A4 Size, 75 GSM) to be Supplied by the Bidder

Bid Sl. No. of the item	Tender specification	Bidders Specification with make and model no (Enclose manufactures catalogue / brochure for each item)	Deviation with given specification, if any

Signature and seal of the Bidder