



ଓଡ଼ିଶା ସରକାର
ଶ୍ରମ ଓ କର୍ମଚାରୀ ରାଜ୍ୟ ବୀମା ବିଭାଗ
GOVERNMENT OF ODISHA, LABOUR & ESI DEPARTMENT

Advertisement

No. LESI-OE2-IE9-0003-2024 7685 /LESI, Bhubaneswar, dated 1-9-25

Labour & ESI Department, Govt. of Odisha, Kharavela Bhavan, Bhubaneswar invites proposals from bonafide and financially sound suppliers for empanelment for supply of various goods/stationary items. The application form containing detailed terms and conditions and eligibility criteria is at Annexure-I & II respectively. The last date for receipt of proposals is 10th September, 2025.

By orders of Principal Secretary


Deputy Secretary to Government

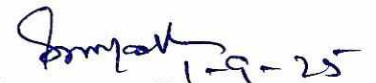
Memo No. 7686 /LESI, dtd 1-9-25

Copy forwarded to all Departments of Government with a request to display the above Tender Call Notice in their Notice Board for wide publication.


Deputy Secretary to Government

Memo No. 7687 /LESI, dtd 1-9-25

Copy forwarded to the Nodal Officer, Department Website with a request to take necessary steps to display the same in the Dept. Website for wide publicity.


Deputy Secretary to Government

Memo No. 7688 /LESI, dtd 1-9-25

Copy forwarded to all Officers, Labour & ESI Dept. for information and necessary action.


Deputy Secretary to Government

Memo No. 7689 /LESI, dtd 1-9-25

Copy forwarded to Chief Receptionist, Kharvel Bhawan for information and necessary action.


Deputy Secretary to Government

PROPOSAL FOR EMPANELMENT AS VENDOR/SUPPLIER

(On the letter head of the firm)

To

The Deputy Secretary,

Labour & ESI Department,

Government of Odisha,

Kharavela Bhavan, Bhubaneswar

Sub:- Proposal for Empanelment of Vendor/Supplier.

Ref.:- No. _____ dated _____

Madam,

This has reference to your notice for Vendor Registration available in the Website. We are very much interested in registering ourselves with you as "Vendor"/ "Supplier". I/We hereby offer to be registered as suppliers for supply of the goods/ stationary items in your office for a period of one year from the date of empanelment.

I/We hereby declare that our firm has not been black listed/debarred by any of the Govt./PSU Organisation during the last two years and information given by me/us are true & correct to the best of my/our knowledge & belief. I/We have understood the instructions and terms & conditions for registration as supplier and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods/services strictly in accordance to the supply order with the specifications and quality requirements of your office.

Yours faithfully,

Authorised Signatory with Seal

Address: -

Telephone No.-..... .

E-mail -..... .. .

Enclosures:-

1. Copy of valid GST registration certificate /TIN No. etc.
2. Copy of valid PAN Card.
3. Copy of company registration certificate.
4. Audited financial statements for the last 3 years.
5. Details of experience in supplying stationery items.
6. Bank details (cancelled cheque/bank statement).
7. Any other relevant documents.
8. Copies of relevant major purchase orders valuing more than Rs. 1,00,000/- executed during the last three years.
9. Proof of registration with DGS&D/NCCF/Kendriya Bhandar. if any.
10. EMD of Rs. 1000/- in favour of Labour & ESI Department, Govt. of Odisha, Bhubaneswar payable at Bhubaneswar.

Annexure-II

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS:

1. The invitation is open to all vendors/suppliers registered with GST authorities. The closing date of receiving proposal is 10.09.2025 (up to 5:00 PM). Interested manufacturer/supplier may submit their proposal to this office in the duly filled in application form in the prescribed format along with all the relevant documents within stipulated date. Please note that any proposal received after closing date will not be entertained.
2. Copies of valid GST registration certificate, and copies of two major supply orders valuing more than Rs.1,00,000/- executed during the preceding two years for Government Departments/ PSUs / reputed private sector organisations have to be submitted along with the proposal.
3. The vendor should have a minimum of 3 years of experience in supplying stationery items.
4. The vendor should have a turnover of at least 30.00 lakhs in the last financial year.
5. The vendor should have a good track record of timely delivery and quality of products.
6. The vendor should have a dedicated sales and support team.
7. Supplier registered with DGS&D, NCCF and Kendriya Bhandar are also eligible to submit proposals subject to their fulfilling of all the conditions of eligibility.

8. The empanelment/ registration will be done initially for a period of one year from the date of empanelment.
9. In case a supplier is not able to supply the items for which supply order has been placed within the stipulated period of time and as per quality & specifications, the supply order shall be cancelled and the earnest money deposit shall be forfeited immediately.
10. In case of tender enquiry for any services/goods for use in the office, tender will be called from the registered/ empanelled suppliers for quoting their rates and order will be placed with the supplier quoting the lowest rates.
11. Whenever items of a specific brand quality are required, the same will be mentioned in the letter while calling tender and the supplier will have to be quote and supply the item(s) accordingly, if available with them.
12. The supplier will be responsible for delivery of the goods in good condition in the office or at a place selected by the office at their risk and cost of the supplier.
13. Labour & ESI Department, Govt. of Odisha reserves the right to reject any or all the proposals without assigning any reason thereof. Therefore, the decision of the office shall be final and binding on all the vendors.
14. If any dispute arises out of the contract, the same will primarily be tried to be solved by discussion in the chamber of Joint Secretary, Labour & ESI Department, Govt. of Odisha if the same still persists, then it will be solved under the jurisdiction of Bhubaneswar.