

GOVERNMENT OF ODISHA

INFORMATION & PUBLIC RELATIONS DEPARTMENT

No. 8961 /I&PR., Bhubaneswar, dated 6/8/ 2019

IPR-OE-II- 0008 /2014

Quotation Call Notice

Sealed Quotations in plain paper/ letter pad are invited from intending registered firms/ suppliers having their office at Bhubaneswar, who are authorized dealers for the products and having valid Odisha GST registration with GSTIN No. and up to date Income Tax clearance certificate for supply of Office Stationeries as indicated in the **Annexure-I** to Information & Public Relations Department, Odisha Secretariat for official use for a period of one year as and when required basing on the requirements. The Quotationers shall have to furnish their offer / price of the articles separately showing basic prices and taxes thereon in the following format. The Quotationers should deposit earnest money of Rs.15,000/- (Fifteen thousand) only in shape of Account Payee Bank Draft/ Pay Order from a Scheduled & Nationalised Bank payable to the Deputy Secretary to Government (DDO), I & PR Department, which will be refunded to the Quotationers in the event of non-acceptance of quotations.

The quotations should reach the undersigned **by 19 .08.2019 up to 3.00 PM** at the latest by speed Post/Courier/registered Post and the quotations shall be opened on the same day at 3.30PM in the presence of the Quotationers or their authorized representatives, if they so desire. The short list shall be prepared basing on the lowest rate as well as quality of the articles offered by the quotationers. The quotations received incomplete or after the scheduled date and time shall be summarily rejected. The authority reserves the right to reject all or any quotation without assigning any reason thereof. The quotations shall remain valid for a period of one year from the date of acceptance or as would be decided by the competent authority.

FORMAT FOR OFFER

Name of the Firm (with full particulars)

Sl. No.	Name of the Stationeries / Articles	Brand/size /Specification,	Unit Price (Rs.)	GST	Total Unit Price	Remarks

Devaide
6-8-2019
Under Secretary to Government

Memo No. 8962 /IPR., Dated

6/8/2019

Copy along with Annexure-I forwarded to the Advertisement Section of Information & PR Department for information. They are requested to take necessary steps for publication of **Short Quotation Call Notice** as given in **Annexure-II** in two wide circulated Odia Dailies for two consecutive days before 07 . 08 .2019. A copy of the publication may please be sent to this Department for reference and the needful.

Devaide
6-8-2019
Under Secretary to Government

Memo No. 8963 /IPR., Dated

6/8/2019

Copy along with Annexure-I forwarded to the Head, State Portal Group, IT Centre, Odisha Secretariat, Bhubaneswar with a request to float the Quotation Call Notice in the State Portal as well as website of I & P R Department immediately for wide circulation.

Devaide
6-8-2019
Under Secretary to Government

Memo No. 8964 /IPR., Dated

6/8/2019

Copy along with Annexure-I forwarded to All Departments with a request to display the notice in their Notice Board.

Devaide
6-8-2019
Under Secretary to Government

Memo No. 8965 /IPR., Dated

6/8/2019

Copy along with Annexure-I forwarded to Notice Board of I & PR Department / 5 (Five) spare copies to O.E.-II Section.

Devaide
6-8-2019
Under Secretary to Government

(56)

Sd/- System Para 1487

Annexure-I

LIST OF OFFICE STATIONERY ARTICLES

Sl.No.	Name of the articles	Brand/size/specification	Unit price(incl.GST)	Remarks
1	Bucket(plastic)-12ltr/15ltr.	Cello/Ankur		
2	Chair Cushion	Relaxwell		
3	Cup & Saucer	Bone china(Oasis)		
4	Calling Bell	Cona(Remote)/Plain		
5	Cello tape 1/2inch./2inch	Small & medium		
6	Cotton thread	Good Quality		
7	Correction pen	Core/Camel		
8	Calculator with checking facility(12digit)	Orpat/Citizens		
9	Car freshner	aier		
10	Multi coloured flag slip(1/2",1")	Oddy		
11	Computer paper(10x12"size)80GSM	2unit/per pkt.		
12	Computer paper(15x10"size)80GSM	2unit/per pkt.		
13	Computer paper(10x12"size)80GSM	Single unit		

14	Duster cloth	Good quality		
15	Dak Bag(Leather)	Good Quality		
16	Dak Bag(Cotton Coated)	Good Quality		
17	Dinner Plate/Dinner Set	Bone China/Oasis		
18	Desk Calendar Stand	Omega		
19	Dustbin(plastic)	Cello		
20	Engagement Stand	Omega/Kabika		
21	Eraser(Plain)	Non-dust		
22	Envelop(11"x5")	Per 100pcs		
23	Envelop(9"x4")	Per 100pcs		
24	Envelop(6"x4")& A4 size	Per 100pcs		
25	Glass Tumbler	Ordinary/Tera/Borosil		
26	Gum Bottle (300MI/ 750ML)	Camel		
27	Febistic Gum	50gm/75gm		
28	File Board			
29	Dak Pad(Cotton coated)			
30	High lighter Pen(Fibre caste)	Cello/Luxur)		
31	Jute thread	Good Quality		

	Godrej 7 liver	Navatal(Brass)		
33	Godrej 6 liver	Navatal(Brass)		
34	Mobaj Lock	41 size		
35	Hand wash liquid 250ML	Dettol/Lifebouy)		
36	Mug Plastic(Medium)	Ankur		
37	Marker Sketch Pen	Good Quality		
38	Note Book ordinary/Spiral	Narmmeet		
39	Odinil(big)	Good Quality		
40	Pen Stand 4 holder	Shraman/Kabica		
41	Penstand 2 holder	Shraman/Kabica		
42	Paper weight round	Goodquality		
43	Plastic folder	Balhar		
44	Pencil(per packet)	Natraj/apsara		
45	Pencil cutter(per dozen)	Natraj/apsara		
46	Pencil Battery	Duracell/Eveready		
47	Pen	Trimax/reynolds		
48	Punching machine single hole	Kangaroo		
49	Rolling register No.30,24,20,16,10	Sweta		

50	Room Freshner	Ambipure/Ria(200ML)aier/Lia		
51	Link(Gel) Refil,(Black,Blue,Red)	Per piece		
52	Renold Trimax Refil	Per Piece		
53	Stamp Pad (Small)	Kores		
54	Stamp Pad(big)	Kores		
55	Scissors(big)	Butterfly		
56	Stapler(big HP45)	Kangaroo		
57	Stapler(Small no.10)	Kangaroo		
58	Stapler(Medium)	Kabgaroo		
59	Stapler pin(for big HP45)	Kangaroo		
60	Stapler pin (for Small no.10)	Kangaroo		
61	Stapler pin (Medium)	Kabgaroo		
62	Salu cloth(red0	Good quality per mtr.		
63	Screen cloth	Good quality per mtr.		
64	Spoon	Good quality		
65	Pen	Luxur		
66	Scale Plastic	Executive		
67	Thermo flask(1/2Ltr.)Steel	Milton		

	Thermo flask(1Ltr.) Steel	Milton		
69	Tea Tray (Plastic)	Ello		
70	Umbrella	K.C Pal		
71	Waste paper basket	Cello/Ankur		
72	Wall Clock	Ajanta		
73	Remote Battery	eveready		
74	Emergency Light	Phillips/BPL		
75	Round Penstand	Omega		
76	Table Glass Pad	6mm/8mm		
77	Knife (steel)	Good quality		
78	Xerox paper (JKCopier) red	A4- 75GSm/80GSm		
79	Xerox Paper (JK Copier)Red	A3 -75GSM		
80	Legal Size Paper(JK Copier)	75GSM		
81	Telephone(caller ID) single set	Beetel		
82	Telephone(caller ID)1+1	Beetel		
83	Phenyl(sanitol)	Per Pc		
84	Phenyle/Nimayle(cetro)	500ml/1Ltr.		
85	Good knite(mosquito adv.liquid)	Per unit		

85	LED Bulb	Phillips		
86	Extension cord	Cona 5mtr./10mtr.		
87	Stamp pad(Small)	Per unit		
88	Colin	500ml/1Ltr.		
99	Tag cotton	Per bundle		
100	Steno Book	Per pc		
101	Budkin	Per unit		
102	White Paper	Per rim		
103	Towel for chair(white)30"x60"	Per pc		
104	Towel for chair(colour)30"x60"	Per pc		
105	Towel for chair/Car(white)30"x72"	Per pc		
106	Towel for chair(white)small	Per pc		
107	Harpic Toilet	Per pc		
108	James clip	Per pkt		
109	Pencil Eraser	Per pkt		
110	Pencil cutter	Per pc		

GOVERNMENT OF ODISHA
INFORMATION & PUBLIC RELATIONS DEPARTMENT

Quotation Call Notice

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The detail of the Quotation Call Notice is available in the website of the State Govt. i.e. <http://www.odisha.gov.in/portal>. All future addendums /corrigendum, if any, will be hosted in the above website only.

Devi
5-8-2019

Under Secretary to Government

I&PR Department

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