



**Government of Odisha
Office of Special Relief Commissioner**

No. 1172 /R&DM(DM) Dt. 18/02/2022
RDM-RLF-ACCT-0063-2021

QUOTATION CALL NOTICE

Sealed Quotation in plain paper/ letter pad are invited in the prescribed format given below form intending registered Firms/ Suppliers located at Bhubaneswar having valid GSTIN Number for supply of office article/ stationery /sanitary item etc. for official use in Office of the Special Relief Commissioner, Revenue & Disaster Management Department. The details of articles are appended at Annexure-'A'. The quotation should enclose earnest money of Rs.2000/- (Rupees Two thousand) only in shape Account Payee Bank Draft in favour of OSD-Cum-DDO, Office of the Special Relief Commissioner, Revenue & Disaster Management Department payable at UCO Bank, Secretariat Branch with the quotation, which will be refunded to the unsuccessful quotationers. The quotations should reach the undersigned on or before Dt.4.3.2022 at 4:00 P.M. and the quotations shall be opened on 7.3.2022 at 4:00 PM in the presence of a Committee of this Department and the quotationers or their representatives. The authority reserves the right to accept/ reject any or all the quotations without assigning any reason thereof. The quotations received incomplete or after the scheduled date shall be summarily rejected. The quotations will remain valid for one year from the date of its acceptance.

FORMAT FOR OFFER

Name of the firm:-

(With full particulars)

SL No.	Item	Make/Brand	Specification, if any	Unit Price (in Rs.) Including Taxes	Remarks

-Sd-

Joint Special Relief Commissioner

OFFICE STATIONERIES ARTICLES

SL. No.	Materials Details	Quantity				
1	Alpine	Pkt				
2	Arch file	01No				
3	Binding register (different size)	01No				
4	Blue & Red Pen	01No				
5	Bud kin	01No				
6	Calulator (12digit) Casio	01No				
7	Candle (BIG)	01No				
8	Cello Tape1".2"	01No				
9	Colour Flag (Paper/PBC)	Pkt.				
10	Compact CD/DVD	01No				
11	Cover File (Plastic Coated)	01No				
12	Cup & saucer	01No				
13	Daka Bag	01No				
14	Date Stamp	01No				
15	Desk Calendar Stand	01No				
16	Dinner Plate	01No				
17	Engagement Stand	01No				
18	Eraser	01No				
19	Fevistik stick (Adhesive)15gm	01No				
20	Games clip	01pkt				
21	Gel pen	01No				
22	Gems Clip (Plastic Coated)	01No				
23	Glass tumbler	01No				
24	Gum Bottle -100ml/200ml	01No.				
25	Highlighter Pen	01No				
26	Ink pad	01No				
27	Jute thread	01No				
28	Knife	01No				
29	Lock and Key	01No				
30	Marker Pen	01No				
31	Measuring Tape	01No				
32	Medium envelope size (10x4)	01Pkt				
33	Mosquito All Out	01No				
34	Napkin (Good Quality)	01No				

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35	Needle	01No				
36	Note Book	01No				
37	Ordinary ball point pen (Cello)	01 No				
38	Paper Cutter	01No				
39	Paper Plate and Cup	01No				
40	Paper weight	01No				
41	Pen Stand	01No				
42	Pencil (Natraj)	01No				
43	Pencil battery	01No				
44	Pencil Cutter	01N				
45	Plastic Folder (Different Size)	01No				
46	Punching Machine (Single/double)	01No				
47	Punching Machine (Single/ Double)	01No				
48	Saul Cloth	Meter				
49	Scale(Steel) 30cm & 15cm	01No				
50	Scissor (Medium & Small)	01No				
51	Short Hand note book	01No				
52	Sketch pen	01No				
53	Stamp pad	01No				
54	Stamp pad ink	01No				
55	Stapler Machine (Medium)Hp45	01 No				
56	Stapler machine (small) 10D	01 No				
57	Stapler pin (10-D)/Hp 45	01PKT				
58	Tag	01Pkt				
59	Tea Tray	01No				
60	Thermo flask 500ml. 1Ltr. & 2 Litre.	01No				
61	Thread	1piece				
62	Torch Light	01No				
63	Tumbler cover	01No				
64	Turkish Towel (Bath) 1'x1'6"	01No				
65	Turkish Towel (Big) Chair/Car	01No				
66	Umbrella	01No				
67	Wall clock (Ajanta)	01No				
68	Waste paper basket	01No				
69	White correction fluid	01 No				
70	Xerox Paper	01pkt				

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COMPUTER CONSUMABLE

SI No.	Name of the materials.				
1	Blank DVD				
2	Blank C D				
3	Canon Cartridge-326 Starter				
4	Canon Drum Cartridge 051				
5	External Hard disc (500GB/1TB)				
6	HP Laser Jet 1007-CC388A-88A				
7	HP Laser Toner Cartridge PC-2612				
8	HP Laser Toner Cartridge 88A (HP Laser Jet P118)				
9	HP Laser jet PLH 2612A-(12A)				
10	Mouse with cord/without cord				
11	Pen drive 16 GB				
12	Quick Heal Internet Security				
13	UPS-CX 600 VA				

CARTRIDGE COMPATIBLE

1	Canon Image Class MF 244bw – Cartridge 337 starter.				
2	Canon-Image Class-LBP-6230dn- Cartridge-326 Starter.				
3	HP Laser Jet 1007-CC388A-88A				
4	HP Laser jet P 3050-Q2612A-(12A)				
5	HP Laser jet P2015-7553A-53A				
6	HP-410-A Black Toner Cartridge				
7	NPG-67 Black Toner Cartridge				
8	Toner Cartridge 12A/303- Prolite				
9	Toner Cartridge 88A (Prodot)				

SANITARY ITEMS

Sl. No.	Name of Items	Quantity	Unity Price	GST	Total
1	Bucket(Standard)				
2	Broom Stick-Sweep				
3	Collin				
4	Dettol (Liquid)				
5	Duster Cloth				
6	Floor cleaner (Lizol)				
7	Floor Wiper –Sweep/Russia				
8	Hand Sanitizer 500gm				
9	Hand wash(Life boy)				
10	Harpic				
11	Naphthalene Ball 500gm				
12	Odon nil				
13	Phenyle (Nimyl)				
14	Room Freshener (Normal)				
15	Soap				
16	Tissue Paper (Normal)				
17	Washing Powder				

File