

GOVERNMENT OF ODISHA  
PLANNING & CONVERGENCE DEPARTMENT

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No. 9247 /P., Bhubaneswar, dated 18-7-2017  
OE-II-16/2017

**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 clearance certificate in Form No. VAT- 612 for supply of Office Stationeries & miscellaneous articles as indicated in the **Annexure-I & II** to Planning & Convergence 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.5,000/- (Five thousand) only in shape of Account Payee Bank Draft/ Pay Order from a Scheduled & Nationalised Bank payable to the Under Secretary to Government (DDO), P & C Department, which will be refunded to the unsuccessful Quotationers in the event of non-acceptance of quotations.

The quotations should reach the undersigned by 9.08.2017 up to 2.00 PM at the latest only by speed/ registered post addressed to the Deputy Secretary to Govt., P&C Deptt. and the quotations shall be opened on the same day at 3.00PM in the presence of the Quotationers or their authorized representatives, if they so desire. The short listed Quotationers shall be informed for further needful action. 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 price finalised 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)

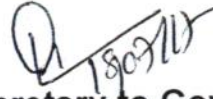
| Sl. No. | Name of the Stationeries / Articles | Brand /Specification, if any | Unit Price (Rs.) | Tax | Total Unit Price | Remarks |
|---------|-------------------------------------|------------------------------|------------------|-----|------------------|---------|
|         |                                     |                              |                  |     |                  |         |

  
Deputy Secretary to Government

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Memo No. 9248 /P., Dated 18-7-2017

Copy along with Annexure-I<sup>&11</sup> forwarded to the Information & PR Department for information. They are requested to take necessary steps for publication of **Short Quotation Call Notice** as given in **Annexure-III** in two wide circulated Odia Dailies for two consecutive days before 31<sup>st</sup> July, 2017. A copy of the publication may please be sent to this Department for reference and the needful.

  
18/07/17

**Deputy Secretary to Government**

Memo No. 9249 /P., Dated 18-7-2017

Copy along with Annexure-I<sup>&11</sup> 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 P & C Department immediately for wide circulation.

  
18/07/17

**Deputy Secretary to Government**

Memo No. 9250<sup>(40)</sup> /P., Dated 18-7-2017

Copy along with Annexure-I<sup>&11</sup> forwarded to All Departments with a request to display the notice in their Notice Board.

  
18/07/17

**Deputy Secretary to Government**

Memo No. 9251<sup>(4)</sup> /P., Dated 18-7-2017


Copy along with Annexure-I<sup>&11</sup> forwarded to Notice Board of Planning & Convergence Department / 5 (Five) spare copies to O.E.-II Section.

  
18/07/17

**Deputy Secretary to Government**

Memo No. 9252 /P., Dated 18-7-2017

Copy along with Annexure-I<sup>&11</sup> forwarded to the Chief Receptionist, Odisha Secretariat for information and necessary action.

  
18/07/17

**Deputy Secretary to Government**

## Annexure-I

### LIST OF OFFICE STATIONERY FOR SUPPLY TO P&C DEPTT. FOR THE YEAR 2017-18

| Sl. No. | Name of the Stationery Articles   | Unit       | Brand           | Remarks |
|---------|-----------------------------------|------------|-----------------|---------|
| 1       | 2                                 | 3          | 4               | 5       |
| 1       | Pen                               |            |                 |         |
|         | (a) Sketch                        | Packet     | Camel           |         |
|         | (b) Adjel / Achiever              | Piece      | Add             |         |
|         | (c) Ball Point                    | Piece      | Add             |         |
|         | (d) Use & throw                   | Piece      | Linc            |         |
| 2       | Refill                            |            |                 |         |
|         | (a) Jotter                        | Piece      | Renold / Link   |         |
|         | (b) Plain                         | Packet     | Linc-1500       |         |
|         | (c) Adjel                         | Piece      | Add-PGR 50      |         |
| 3       | Punching Machine(single)          | Piece      | Kangaroo        |         |
|         | (a) Big size                      | Piece      | Kangaroo        |         |
|         | (b) Small size                    | Piece      | Kangaroo        |         |
| 4       | Fevistic                          | Piece      | Camlin          |         |
| 5       | Torch                             | Piece      | Eveready 2 Cell |         |
| 6       | Dak Bag (Water Proof)             | Piece      | Times           |         |
| 7       | Stamp Pad (70 mm X 111 mm)        | Piece      | Fibre castle    |         |
| 8       | Stamp Ink                         | Bottle     | Fibre castle    |         |
| 9       | Towel (Turkish))(30"X60" 36"X72") | Piece      |                 |         |
| 10      | Napkin (Turkish)                  | Piece      |                 |         |
| 11      | Glass                             |            |                 |         |
|         | (a) Superior                      | Piece      | Borosil         |         |
|         | (b) Plain                         | Piece      | Era             |         |
| 12      | White Fluid liquid                | Piece      | Camel           |         |
| 13      | White Fluid Pen                   | Piece      | Camel           |         |
| 14      | (a) Cup & Saucer                  | Set        | Bone China      |         |
|         | (b) Plain                         | Set        | B. Karat        |         |
| 15      | Stapler                           |            |                 |         |
|         | (a) Small                         | Piece      | Kangaroo        |         |
|         | (b) Medium                        | Piece      | Kangaroo        |         |
|         | (c) Big size                      | Piece      | Kangaroo        |         |
| 16      | Stapler Pin                       |            |                 |         |
|         | (a) Big size                      | Packet     | Kangaroo        |         |
|         | (b) Small size                    | Packet     | Kangaroo        |         |
| 17      | Plastic Folder                    | Piece      | L-Type          |         |
| 18      | Gum Bottle                        | Piece (300 | Camel           |         |

| Sl. No. | Name of the Stationery Articles | Unit       | Brand           | Remarks |
|---------|---------------------------------|------------|-----------------|---------|
| 1       | 2                               | 3          | 4               | 5       |
|         |                                 | ml)        |                 |         |
| 19      | Paper weight                    | Piece      |                 |         |
| 20      | Tea Tray                        |            |                 |         |
|         | (a) Big                         | Piece      |                 |         |
|         | (b) Small                       | Piece      |                 |         |
| 21      | File Tray                       | Piece      |                 |         |
| 22      | Calculator                      |            |                 |         |
|         | (a) 12 digit                    | Piece      | Citizen / Orpat |         |
|         | (b) 10 digit                    | Piece      | Citizen / Orpat |         |
| 23      | Highlighter Pen                 | Piece      | Fibre castle    |         |
| 24      | Writing Pad                     |            |                 |         |
|         | (a) Plain                       | Piece      | Navneet         |         |
|         | (b) Spiral                      | Piece      | Navneet         |         |
| 25      | D.O. Pad                        | Piece      |                 |         |
| 26      | Visiting Card                   | Per packet |                 |         |
| 27      | Pen Stand                       |            |                 |         |
|         | (a) With two Holder Pen         | Piece      |                 |         |
|         | (b) With four Holder Pen        | Piece      |                 |         |
| 28      | Bound Register                  | Per No.    | Rajdhani        |         |
| 29      | Gems Clip                       | Packet     | Bell            |         |
| 30      | Vim Powder                      | Per packet | Vim             |         |
| 31      | Surf                            | 500Gms     | Surf            |         |
| 32      | Erazer                          |            |                 |         |
|         | (a) Ink Erazer                  | Piece      |                 |         |
|         | (b) Pencil Erazer               | Piece      |                 |         |
| 33      | Telephone Lock                  | Piece      |                 |         |
| 34      | Battery                         |            |                 |         |
|         | (a) Pencil                      | Piece      | Eveready        |         |
|         | (b) Middle                      | Piece      | Eveready        |         |
|         | (c) Standard                    | Piece      | Eveready        |         |
| 35      | Scissor (Big)                   | Piece      | Corporate       |         |
| 36      | Knife (Big)                     | Piece      |                 |         |
| 37      | Pencil                          |            |                 |         |
|         | (a) Plain                       | Piece      | Natraj          |         |
|         | (b) Steno                       | Piece      | Natraj          |         |
|         | (c) Colour                      | Piece      | Natraj          |         |
| 38      | Flask                           |            | Eagle / Milton  |         |
|         | (a) 0.5 Ltr.                    |            |                 |         |
|         | (b) 1 Ltr                       |            |                 |         |
| 39      | Dak Pad coated with             |            |                 |         |
|         | (a) Cloth                       | Piece      |                 |         |

| Sl. No. | Name of the Stationery Articles | Unit     | Brand | Remarks |
|---------|---------------------------------|----------|-------|---------|
| 1       | 2                               | 3        | 4     | 5       |
|         | (b) Plastic                     | Piece    |       |         |
| 40      | Plastic Basket                  | Piece    |       |         |
| 41      | Naphthaleon                     | Per kg.  |       |         |
| 42      | Desk with Desk Calander         | Piece    |       |         |
| 43      | Engagement Pad                  | Piece    |       |         |
| 44      | Sticker Paper                   |          |       |         |
| 45      | Scale                           | Piece    |       |         |
| 46      | Pen Stand Paper Roll            | Piece    |       |         |
| 47      | Paper Cutter                    | Piece    |       |         |
| 48      | Paper Clip                      | Per pkt. |       |         |
| 49      | Table Glass Pad                 | Sq.Ft.   | 5 MM  |         |
|         |                                 |          | 6 MM  |         |
| 50      | Envelope                        | 100 Nos. |       |         |
|         | (i) Plain                       |          |       |         |
|         | (a) Big                         |          |       |         |
|         | (b) Medium                      |          |       |         |
|         | (c) Small                       |          |       |         |
|         | (ii) Cloth                      | 100 Nos. |       |         |
|         | (a) Big                         |          |       |         |
|         | (b) Medium                      |          |       |         |
|         | (c) Small                       |          |       |         |
|         | (iii) Plastic Coated            | Piece    |       |         |
|         | (a) Big                         |          |       |         |
|         | (b) Medium                      |          |       |         |
|         | (c) Small                       |          |       |         |
| 51      | Alpin (EPM rate)                | Packet   |       |         |
| 52      | Tag (EPM rate)                  | Bundle   |       |         |
| 53      | Type Writer Ribbon (EPM rate)   | Piece    | Kores |         |
| 54      | Candle for Filter               | Piece    | Bajaj |         |
| 55      | Salo Cloth                      | Per Mtre |       |         |
| 56      | Jute Thread                     | Kg.      |       |         |
| 57      | Cotton Thread                   | Roll     |       |         |
| 58      | Packing Cloth                   | Per Mtre |       |         |
| 59      | Packing Paper                   | Sheet    |       |         |
| 60      | Transparent sheet               | Per Pkt. |       |         |
| 61      | Spiral Cord                     | Kg.      |       |         |
| 62      | Carry Bag                       | Piece    |       |         |
| 63      | Plate                           |          |       |         |
|         | (a) For Tiffin                  | Piece    |       |         |
|         | (b) For Lunch                   |          |       |         |
| 64      | Mat                             | Sq.Ft.   |       |         |
| 65      | Cello Tape                      | Roll     |       |         |
| 66      | Brown Tape                      | Roll     |       |         |
| 67      | Duster Cloth                    | Piece    |       |         |

| Sl. No. | Name of the Stationery Articles | Unit              | Brand              | Remarks |
|---------|---------------------------------|-------------------|--------------------|---------|
| 1       | 2                               | 3                 | 4                  | 5       |
| 68      | Short Hand Note Book            | Per Book          |                    |         |
| 69      | Roneo Ink                       | Per Bottle        |                    |         |
| 70      | File Tray                       | Piece             |                    |         |
| 71      | Stencil Paper                   | Packet            | Kores              |         |
| 72      | Carbon Paper (A4 Size)          | Packet            | Kores              |         |
| 73      | Red Fluid                       |                   |                    |         |
| 74      | White Paper (Full scape size)   | Rim               |                    |         |
| 75      | Pin Cushion                     | Piece             | Omega              |         |
| 76      | Guard File                      | Piece             |                    |         |
| 77      | Glass Cover                     | Set               |                    |         |
| 78      | Engagement Stand                | Piece             | Omega              |         |
| 79      | Plastic Bucket with Mug         | Piece             | Cello              |         |
| 80      | Plastic Tub                     | Piece             | Cello              |         |
| 81      | Lock & Key                      | Piece             | Bajaj              |         |
|         |                                 |                   | Godrej             |         |
|         |                                 |                   | Navtal             |         |
| 82      | Gum stick                       |                   |                    |         |
| 83      | Soap Case                       | Piece             |                    |         |
| 84      | Bath Soap                       | Piece             | Int.Lux            |         |
| 85      | Herpick                         |                   |                    |         |
| 86      | Agarbati                        | Piece             | S.Champa/<br>Samaj |         |
| 87      | Cover File                      | Piece             |                    |         |
| 88      | Allout/Goodknight               | Piece             |                    |         |
| 89      | Wall Clock                      | Ajanta /<br>Orpat |                    |         |
| 90      | Spoon (Stainless Steel)         |                   |                    |         |
| 100     | Odonil                          | Piece             |                    |         |
| 101     | Stencil Slate (A4 Size)         | Piece             |                    |         |
| 102     | Water Filter                    |                   |                    |         |
| 103     | Water Spung                     |                   |                    |         |
| 104     | Beygon Spray                    |                   | Mayur              |         |
| 105     | Liquid Soap                     |                   | Dettol             |         |
| 106     | Plastic Folder (Button Type)    |                   |                    |         |
| 107     | Phynile (1 Ltre.)               |                   |                    |         |
| 108     | Colin/ Hit Spray                |                   |                    |         |

## Annexure-II

### LIST OF MISCELLANEOUS ARTICLES FOR SUPPLY TO P&C DEPTT. FOR THE YEAR 2017-18

| Sl. No. | Name of the Stationery Articles | Unit      | Brand            | Remarks |
|---------|---------------------------------|-----------|------------------|---------|
| 1       | 2                               | 3         | 4                | 5       |
| 1       | Room Freshner                   | Piece     | Rico / Livon     |         |
| 2       | Umbrella                        | Piece     | K.C.Paul         |         |
| 3       | Tube Light                      | Piece     | Philips          |         |
| 4       | Electric Bulb                   | Piece     | Philips          |         |
| 5       | Electric Wire                   | Metre     |                  |         |
| 6       | Red Light                       | Piece     | Philips          |         |
| 7       | Choke Copper                    | Piece     | Philips          |         |
| 8       | Choke Electronics               | Piece     | Philips          |         |
| 9       | Starter                         | Piece     | Philips          |         |
| 10      | Telephone Receiver Set          | Set       |                  |         |
|         | (a) Single                      |           | Beetel           |         |
|         | (b) (1 + 1) Set                 |           | Beetel           |         |
| 11      | Telephone Wire                  | Metre     |                  |         |
| 12      | Rozet box                       | Piece     |                  |         |
| 13      | Line Cord                       | Metre     |                  |         |
| 14      | Adapter / Eliminator            | Piece     |                  |         |
|         | Spiral Cord                     | Kg.       |                  |         |
| 15      | Table Cloth                     | Per metre |                  |         |
| 16      | Surei                           | Piece     |                  |         |
| 17      | Emergency Light                 | Piece     | Orpat / BPL      |         |
| 18      | Table Lamp                      | Piece     |                  |         |
| 19      | Chair Cushion                   | Piece     | Dunlop           |         |
| 20      | Car Perfume                     | Piece     |                  |         |
| 21      | Door/Window Screen              | Metre     |                  |         |
| 22      | Connector (Elec)                | Piece     |                  |         |
| 23      | Calling Bell (Elec)             |           |                  |         |
| 24      | Binding Cloth                   | Roll      |                  |         |
| 25      | Calling Bell Switch             | Piece     |                  |         |
| 26      | Tube Light fittings             | Piece     | Phillips / Bajaj |         |
| 27      | Fan Capacitor                   |           |                  |         |
| 28      | Table Calling Bell              |           | Cona             |         |
| 29      | Pedestal Fan                    |           | Usha / Bajaj     |         |

GOVERNMENT OF ODISHA  
PLANNING & CONVERGENCE DEPARTMENT

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**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 VAT registration with TIN No. with clearance certificate in Form No. VAT- 612 and up to date Income Tax clearance certificate for **supply of Office Stationery and miscellaneous articles** to Planning & Convergence Department, Odisha Secretariat for official use for a period of one year vide Quotation Call Notice No. 9247 /P, Dated 18.7.2017. **The last date for receipt of quotation is 9.08.2017 up to 2.00 PM.**

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.



Deputy Secretary to Government  
P&C Department