

**GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT**

No.GAD-OE2-CONT-0116-2016- 5014 / Gen., Dated. 21.02.2018

QUOTATION CALL NOTICE

Sealed quotations in plain paper / letter pad are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid GSTN under OGST Act 2017 and Income Tax Clearance certificate for supply of **Office Stationery articles** for official use of G.A. & P.G. Department. The details of these articles can be obtained from G.A. & P.G. (OE – II) Deptt. on any working day between 11.30 a.m. to 3.00 p.m. The quotationers should enclose earnest money of Rs. 5,000/- (Rupees five thousand) only in shape of A/C payee Bank Draft / Pay order drawn in favour of D.D.O-cum-Under Secretary to Government, General Administration & Public Grievance Department, Bhubaneswar along with the quotation which will be refunded to the quotationers whose quotations are not accepted. The quotations should reach the undersigned by **17.03.2018** up to **12.30 p.m.** at the latest and the quotations shall be opened on the same day at 3.00 p.m. in presence of quotationers or their authorized representatives. The details can also be obtained from the Government website i.e. www.odisha.gov.in. The authority reserves the right to reject any or all quotations without assigning any reasons thereof. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected. The quotation should be superscribed "**Quotations for Stationery articles**".

FORMAT FOR OFFER

Name of the Firm:

(With full particulars)

Sl. No.	Item	Make / Model	Specification if any	Unit pack	Unit price (In. Rs.)	Remarks


(D. Mallick)

OSD-cum-Deputy Secretary to Government.

Memo No. 5015 / Gen., Dated. 21.02.2018

Copy along with **Annexure – 'A'** forwarded Head, State Portal Group, N.I.C., I.T. Centre, Secretariat with a request to display the Notice written in the CD enclosed on Govt. Website of G.A. & P.G. Department.

OSD-cum-Deputy Secretary to Government.

Memo No. 5016 / Gen., Dated. 21.02.2018

Copy along with **Annexure – 'A'** forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.

OSD-cum-Deputy Secretary to Government.

Memo No. 5017 / Gen., Dated. 21.02.2018

Copy along with **Annexure – 'A'** to Notice Board of General Administration & Public Grievance Department / Five (5) spare copies with **Annexure – 'A'** to O.E. – II Section for reference of Guard file.

OSD-cum-Deputy Secretary to Government.

Memo No. 5018 / Gen., Dated. 21.02.2018

Copy forwarded to Chief Receptionist, Secretariat / Sergeant, Secretariat Security for information.

OSD-cum-Deputy Secretary to Government.

ANNEXURE –‘A’

LIST OF ARTICLES

1. Agarbati (Bharat Darshan)
2. Battery (Eveready / Duracell all size) (A, AA, AAA)
3. Bucket (Plastic) (Ankur size 18")
4. Bulb (PLC) 11wt (Philips)
5. Calculator (12 Digit) (Bistec, No. BS - 786)
6. Calling Bell (Plain & with Remote) (Cona)
7. Cello Tape (1" , 2") (Miracle)
8. CFL Bulb (11 Wt.)
9. Chair Cushion (Kurl-on)
10. Clip Board File (Solo)
11. Coloured Flag Slip (Odddy)
12. Correction Fluid / Pen (Kores)
13. Cup and Saucer , Bone China (OASIS) – Good Quality
14. Dak Bag (Good quality)
15. Dak Pad (Ordinary & Superior) (Master)
16. Desk Calendar Stand (Omega)
17. Dettol Hand Wash (liquid)
18. Dinner Plate, Bone China (OASIS)
19. Door Mat (Plastic with Rubber ground per Sq/Ft)
20. Dot Pen (Both Side) (Link, Steel body)
21. Dustbin, Plastic (Big)
22. Duster Cloth(1 mtr.)
23. Electric Bulb (LED) (60 Wt) (12 Wt)
24. Electric Wire (Flexible) (Apolo) per mtr.
25. Emergency Light (LED)
26. Envelope (11" * 5") (Good quality)
27. Envelope (6" * 4") (Good quality)
28. Envelope (9" * 4") (Good quality)
29. Eraser (plain) (Non-dust)
30. Extension Cord (Cona 5Mtrs.)
31. F.S.(Full Scape) paper (JK copier)-Good quality with red cover
32. File Board
33. Filter Candle (Milton)
34. Filter Stand (Iron)
35. Glass Cover (Diamond)
36. Glass Pad (6mm) Sq/ft.
37. Glass Tumbler (Ordinary, Superior) (Era)

38. Guard File(Plastic)
39. Gum Bottle (750 ml.) (Kores)
40. Gum Bottle (100 ml.) (Kores)
41. Highlighter Pen (Fabercastella)
42. James Clip (Bell)
43. James Clip (plastic Coated) (Bell)
44. Jute Thread(Per Kg.)
45. Key pad
46. Key Purse (Leather)
47. Knives, Paper cutting (Flair)
48. Liquid Soap (250 ml.) (Dettol)
49. Lock (Godrej – 7 levers, 6 levers & Mobaj – No. 41)
50. Marker Pen Permanent (Fabercastella)
51. Measuring Tape (big)
52. Movement Register
53. Mug (Plastic) (Medium, Cello)
54. Note Book , Ordinary (Page - 40)
55. Note Book , Spiral Super quality(Page - 100)
56. Odonil
57. Paper Clip (Omega)
58. Paper Weight, Big size Make – Crocodile(Egg type)
59. Pen (Gel, Add Achiever)
60. Pen Ball Point (Cello Gripper)
61. Pen Ball Point (Cello, Topball)
62. Pen for pen stand
63. Pen (Use & throw)
64. Pen Stand with pen, paper roll (4 Pen Holder) (Make – Kebica No. 1493)
65. Pen Stand with pen (2 Pen Holder) (Make – Kebica No. 202)
66. Pencil (Natraj)
67. Pencil Sharpener (Natraj)
68. Plastic (L) Folder with pocket (No.503)
69. Plastic rope (for flag hosting)
70. Punching Machine (Single & Double) (Kangaro)
71. Red Cloth (with sample)/mtr.
72. Refill (Add Gel)
73. Refill (Cello gripper)
74. Refill (Cello Topball)
75. Refill (Jotter) (Link)
76. Refill Plain (Big & Small) (Link) per 100 pc.
77. Rolling Register (No. 36, 20, 16,) (Sweta / Bharat)
78. Room Freshener (Riya) (Rajanigandha / sandal / lemon/sonnet/Jasmine/Lily)
79. Room Freshener (200 ml.) (Rian)

80. Room Freshener (Ambipure)
81. Scale (Plastic) (Executive)
82. Scissors (Make – Crystal, Medium)
83. Sealing Wax(Per box)
84. Short hand Note Book (Ashwani)
85. Sketch Pen (Luxur)
86. Soap (Lux International)
87. Soap (small size)(Dettol)
88. Soap Case (cello)
89. Spoon(Good quality)
90. Stamp Pad (Medium) Faber Castella (110 mm. X 69mm)
91. Stamp Pad Ink (Kores)
92. Stapler (Big) Kangaroo-HP-45
93. Stapler Small (Kangaroo HD – 10D)
94. Stapler Pin (Big) (Kangaroo)
95. Stapler Pin (Small) (Kangaroo)
96. Table Lamp (LED)
97. Tag(White) (per 500 Nos.)(Good quality)
98. Tea Tray (Plastic, Cello)(Medium)
99. Tea Maker (Sixe – 1 ltr.) Milton
100. Thermo flask (Size - 1ltr.) Milton(imagination) / Eagle
101. Thread Ball
102. Torch (2 Cell & 3 Cell, Eveready) with battery
103. Towel (Big Size for Car)(Size – 36" X 72") - Atex
104. Towel (Medium Size for Chair) (Size – 30" X 60") – Priyanka Good quality
105. Towel (Small Size for Bathroom) (Size – 27" X 54") - Atex
106. Towel Bombay Dyeing (for officers) (all size)
107. Tracing paper
108. Tub (Plastic, Medium) (Cello)
109. Tube Light (LED)
110. Tube Light Fittings (LED)
111. Tube Light Starter (LED)
112. Umbrella (Big, K.C. Paul)
113. Wall Clock (Digital)
114. Waste Paper Basket(Big)
115. Water Filter (24 ltr.) (Milton) Model – Cold Neptune
116. Xerox Paper , JK Copier (A3/ A4) good quality with red cover
117. Xerox Paper , JK Copier (A3/ A4) good quality with green cover