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GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

No.GAD-OE2-CONT-0116-2016- 15633 / Gen., Dated. 06.06.2019

QUOTATION CALL NOTICE

Sealed quotations in 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 **Stationary articles** for official use of G.A. & P.G. Department. The quotations should reach the undersigned by **29.06.2019** up to **2.00 P.M.** at the latest and the quotations shall be opened on the same day at 4.00 P.M. in presence of quotationers or their authorized representatives. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected.

The quotationer must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as 'Technical Bid' and 'Financial Bid' respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed "**Quotations for Stationary articles**".

Technical Bid should contain following documents.

1. Registration Certificate of the firm / supplier
2. GST Registration Certificate
3. Copy of PAN
4. Up to date GST filling certificate
5. IT Return Certificate
6. EMD to Rs. 5000/- in shape of Bank Draft in favour of D.D.O-cum-Under Secretary to Govt., G.A. & P.G. Department.

Financial Bid should contain the price of each articles in the prescribed format specifying quantity.

FORMAT FOR OFFER (FINANCIAL BID)

Name of the Firm:
(With full particulars)

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

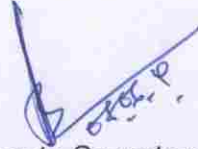
The Technical Bid will be opened on **29.06.2019 at 4.00 PM**. On qualifying in the Technical Bids, the Financial Bid will be opened on the same day at **4.30 PM**. Those who do not qualify in the technical bid their financial bid will not be opened. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

(D. Mallick)

OSD-cum-Deputy Secretary to Government.

Memo No. 15634 / Gen., Dated. 06.06.2019

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. 15635 / Gen., Dated. 06.06.2019

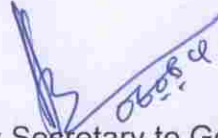
Copy along with **Annexure – 'A'** forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.



OSD-cum-Deputy Secretary to Government.

Memo No. 15636 / Gen., Dated. 06.06.2019

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. 15637 / Gen., Dated. 06.06.2019

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. Calculator (12 Digit) (Bistec, No. BS - 786)
5. Calling Bell (Plain & with Remote) (Cona)
6. Cello Tape (1" , 2") (Miracle)
7. Chair Cushion (Kurl-on)
8. Clip Board File (Solo)
9. Coloured Flag Slip (Oddy)
10. Correction Fluid / Pen (Kores)
11. Cup and Saucer , Bone China (OASIS) – Good Quality
12. Dak Pad (Ordinary & Superior) (Master)
13. Desk Calendar Stand (Omega)
14. Dettol Hand Wash (liquid)
15. Dinner Plate, Bone China (OASIS)
16. Dot Pen (Both Side) (Link, Steel body)
17. Dustbin, Plastic (Big)
18. Duster Cloth(1 mtr.)
19. Electric Bulb (LED) (60 Wt) (12 Wt)
20. Emergency Light (LED)
21. Envelope (11" * 5") (Good quality)
22. Envelope (6" * 4") (Good quality)
23. Envelope (9" * 4") (Good quality)
24. Eraser (plain) (Non-dust)
25. Extension Cord (Cona 5Mtrs.)
26. F.S.(Full Scape) paper (JK copier)-Good quality with red cover
27. File Board
28. Glass Cover (Diamond)
29. Glass Pad (6mm) Sq/ft.
30. Glass Tumbler (Ordinary, Superior) (Era)
31. Guard File(Plastic)
32. Gum Bottle (750 ml.) (Kores)
33. Gum Bottle (100 ml.) (Kores)
34. Highlighter Pen (Fabercastella)
35. James Clip (Bell)
36. James Clip (plastic Coated) (Bell)
37. Jute Thread(Per Kg.)

38. Key pad
39. Key Purse (Leather)
40. Knives, Paper cutting (Flair)
41. Liquid Soap (250 ml.) (Dettol)
42. Lock (Godrej – 7 levers, 6 levers & Mobaj – No. 41)
43. Marker Pen Permanent (Fabercastella)
44. Measuring Tape (big)
45. Movement Register
46. Mug (Plastic) (Medium, Cello)
47. Note Book , Ordinary (Page - 40)
48. Note Book , Spiral Super quality(Page - 100)
49. Odonil
50. Paper Clip (Omega)
51. Paper Weight, Big size Make – Crocodile(Egg type)
52. Pen (Gel, Add Achiever)
53. Pen Ball Point (Cello Gripper)
54. Pen Ball Point (Cello, Topball)
55. Pen for pen stand
56. Pen (Use & throw)
57. Pen Stand with pen, paper roll (4 Pen Holder) (Make – Kebica No. 1493)
58. Pen Stand with pen (2 Pen Holder) (Make – Kebica No. 202)
59. Pencil (Natraj)
60. Pencil Sharpener (Natraj)
61. Plastic (L) Folder with pocket (No.503)
62. Punching Machine (Single & Double) (Kangaro)
63. Red Cloth (with sample)/mtr.
64. Refill (Jotter) (Link)
65. Refill Plain (Big & Small) (Link) per 100 pc.
66. Rolling Register (No. 36, 20, 16,) (Sweta / Bharat)
67. Room Freshener(200 ml.) (Riya/Ria /Rajanigandha/sandal / lemon/sonnet/Jasmine/Lily)
68. Room Freshener (Ambipure)
69. Scale (Plastic) (Executive)
70. Scissors (Make – Crystal, Medium)
71. Sealing Wax(Per box)
72. Short hand Note Book (Ashwani)
73. Sketch Pen (Luxur)
74. Soap (small size)(Dettol)
75. Spoon(Good quality)
76. Stamp Pad (Medium) Faber Castella (110 mm. X 69mm)
77. Stamp Pad Ink (Kores)
78. Stapler (Big) Kangaroo-HP-45
79. Stapler Small (Kangaroo HD – 10D)

80. Stapler Pin (Big) (Kangaroo)
81. Stapler Pin (Small) (Kangaroo)
82. Tag(White) (per 500 Nos.)(Good quality)
83. Tea Tray (Plastic, Cello)(Medium)
84. Tea Maker (Sixe – 1 ltr.) Milton
85. Thermo flask (Size - 1ltr.) Milton(imagination) / Eagle
86. Thread Ball
87. Towel (Big Size for Car)(Size – 36" X 72") - Atex
88. Towel (Medium Size for Chair) (Size – 30" X 60") – Priyanka Good quality
89. Towel (Small Size for Bathroom) (Size – 27" X 54") - Atex
90. Towel Bombay Dyeing (for officers) (all size)
91. Tracing paper
92. Tub (Plastic, Medium) (Cello)
93. Umbrella (Big, K.C. Paul)
94. Wall Clock (Plain / Digital)
95. Waste Paper Basket(Big)
96. Xerox Paper , JK Copier (A3/ A4) good quality with red cover
97. Xerox Paper , JK Copier (A3/ A4) good quality with green cover