

GOVERNMENT OF ODISHA
HOME (ELECTIONS) DEPARTMENT


QUOTATION CALL NOTICE

Dated Bhubaneswar the 16th September, 2019

No. IV (E) 12/2019- 14301 /Elec. Sealed Quotation in plain paper / letter pad are invited from intending Firms / Authorized Dealers / Suppliers located in Bhubaneswar for supply of Office Stationeries to the Office of CEO, Odisha, Home (Elections) Department. The details of the items with specification is at **Annexure-A**.

Terms and Conditions of the Quotation Call Notice

- 1) The Quotationers should have valid GST No (self attested copy of the GST registration certificate is to be submitted).
- 2) The Quotationers must submit copy showing up to date deposit of GST.
- 3) The Quotationers should have valid PAN (Copy to be submitted).
- 4) The Quotationers shall have to furnish their offer (rate) of the items per unit as detailed in the format (**at Annexure- B**). The total offer price per unit shall be inclusive of GST, transportation and delivery charges. The price quoted shall be valid for the period of one year from the date of issue of contract or till finalisation of process of next Quotation whichever is later.
- 5) The Quotationer shall deposit non-interest bearing earnest money of Rs. 2,000/- (Rupees two thousand) only in shape of Account Payee Bank Draft/ Pay order payable to the DDO, Home (Elections) Department which will be refunded to the unsuccessful quotationers / whose quotations are not accepted. The EMD of the successful quotationer will be refunded after completion of the validity period.
- 6) The Quotationer shall have to submit the list of experience certificates towards supply of Office Stationeries to different Departments of Government preferably Departments in Odisha State Secretariat during the last three years (Only copy of work orders should be submitted).
- 7) The Quotations should reach the undersigned by 24.09.2019 at 2.00 P.M. and the same shall be opened on **same date at 3.00 P.M** in the presence of Quotationers or their authorized representatives, if they so desire.
- 8) The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The authorities of Home (Elections) Department reserve the right to reject all or any quotationer without assigning any reason thereof.
- 9) The authorities are not bound to accept the lowest financial bid and reserve the right to negotiate the rates and other terms and conditions with the lowest quotationer.
- 10) On delivery, the products supplied shall be inspected to ascertain the quantity/specification/quality for which the order was placed. If, it turns out to be otherwise, the acceptance of delivery shall be refused and ask for explanation for supplying so.
- 11) Failure to supply the order in full within the stipulated period may lead to forfeiture of E.M.D and action as deemed proper may be taken against the quotationer.



Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Memo No. 14302 /Elec.

Dated : 16th September, 2019

Copy along with enclosures are forwarded to Under Secretary to Government, IT Department / Head State Portal Group, NIC, Odisha Secretariat, Bhubaneswar for information and necessary action.

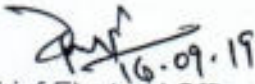
They are requested to float the quotation call notice in State Portal (www.odisha.gov.in) as well as website of Home (Elections) Department (www.ceorissa.nic.in) for wide publicity.


16.09.19
Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Memo No. 14303 /Elec.

Dated : 16th September, 2019

Copy along with enclosure forwarded to Notice Board of Home (Elections) Department for information and necessary action.


16.09.19
Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Annexure-A

Sl. No.	Name of the Articles	Make
1	2	3
1	Agarabati (per 1 pkt.)	Bharatdarshan
2	Air freshner for Bath room	Godrej
3	Allout Liquid	Good Knight
4	Allout Machine	Good Knight
5	Alpin	Per Pkt.
6	Battery (Big)	Eveready
7	Battery (High-Speed)	Eveready
8	Battery (Pencil)	Eveready
9	Battery (Remote)	Eveready
10	Bottle- 1 Ltr.	Cello
11	Bottle- 1 Ltr.	Milton
12	Bucket (12")	Cello
13	Bucket (14")	Cello
14	Calculator	Cashio
15	Calculator	Orpat
16	Calling Bell (Electrical)	Cona
17	Calling Bell (Remote)	Cona
18	Calling Bell Switch	Cona
19	Calling Bell(Berger)	Cona
20	Calling Bell(Hand press)	Sharp
21	Capacitor	Phillips
22	Cello tape (white & brown)	½"
23	Cello tape (white & brown)	1"
24	Cello tape (white & brown)	2"
25	Chair Cusion (18" X 18")	Curlon
26	Chair Cusion Cover	White Cover
27	Chock	Phillips
28	CLF Bulb - 11 wt.	Phillips
29	CLF Bulb - 17 wt.	Phillips
30	CLF Bulb - 21 wt.	Phillips
31	CLF Bulb - 36 wt.	Phillips
32	Clip Board File (PP)	Cello
33	Collin Spray (500 ml.)	Collin
34	Colour Flag	Oddy - ½ inch
35	Colour Flag	Oddy - 1 inch
36	Colour Flag	Oddy - 2 inch
37	Cordless Phone	Panasonic
38	Cordless Phone	Sony
39	Correcting fluid (white)	Kores
40	Cotton thread (Per Pkt.)	Good Quality
41	Counter Demper	Good Quality
42	Cup & Plate	Bone China (Gads)
43	Dak Pad	Ordinary

Sl. No.	Name of the Articles	Make
1	2	3
44	Dak Pad	Superior times
45	Dakbag	Good Quality
46	Desk Calender Stand	Good Quality
47	Dettol (100gm)	Dettol
48	Dinner Set (18 pc.)	Bone China
49	Door Mat (Coir)	Per Sq. ft.
50	Door Mat (Plastic)	Per Sq. ft.
51	Dot Pen (both side)	Link
52	Dustbin	Cello
53	Duster Cloth	Good Quality
54	Emergency Light	Phillips
55	Engagement Stand	Omega
56	Envelop (11" X 5")	Per hundred
57	Envelop (12" X 10")	Per hundred
58	Envelop (6" X 4")	Per hundred
59	Envelop (9" X 4")	Per hundred
60	Eraser	Non-dust
61	Extension Cord (10 mtr.)	Cona
62	Extension Cord (5 mtr.)	Cona
63	Fax Paper Roll	Kores
64	Fevi Quick	Fevicol
65	Fevi Stick Gum	50 gm
66	Fevi Stick Gum	75 gm (Fevicol)
67	File Board (PP)	Good Quality
68	File Cover	Per piece
69	First Aid kit	Good Quality
70	Flexible Wire (per mtr.)	Cona
71	Fluid Pen	Corporate
72	Glass (superior)	Superior Quality
73	Glass Cover	Good Quality (per pkt.)
74	Green Paper	Nova (per Pkt.)
75	Gum Bottle (Big- 700 gm)	Kores
76	Gum Bottle (small- 300 gm)	Kores
77	Hand Wash	Life Buoy
78	Hand Wash	Sanitisation
79	Heater Set & its spare parts	Good Quality
80	Herpic	300 ml.
81	Herpic	500 ml.
82	Highlighter Pen	Cello
83	Holder Pen	Link
84	Jems Clip (plastic coated)	Dell (per pkt.)
85	Jute thread (per 1 kg.)	Good Quality
86	Karjyalaya nathi	Publication Odia Bhasa Pratisthan
87	Key Purse	Good Quality
88	Knife	Good Quality

Sl. No.	Name of the Articles	Make
1	2	3
89	Letter Pad	Normal
90	Letter Pad	Spiral
91	Lijol(500ml)	Lijol
92	Lock (41 size)	Goodrej
93	Lock (41 size)	Mobaj
94	Lock (6 lever)	Goodrej
95	Lock (6 lever)	Mobaj
96	Lock (7 lever)	Goodrej
97	Lock (7 lever)	Mobaj
98	Magazine & File rack	Good Quality
99	Marker Sketch Pen (normal)	camlin
100	Marker Sketch Pen (pointed)	camlin
101	Marvel Paper (per sheet)	Good Quality
102	Match Box	Home Light
103	Measuring Tape	Good Quality
104	Mobile Adapter Charger	Samsung (Original)
105	Mug (Plastic)	Ankur
106	Naphthalene (per pkt.)(100 gm.)	Good Quality
107	Napkin	Raja
108	Note Book (Normal)	Navneet
109	Note Book (Spiral)	Navneet
110	Packing Cloth	Good Quality
111	Paper Clip (Single Piece)	Good Quality
112	Paper cutter	Good Quality
113	Paper weight (round)	Good Quality
114	Pelmet Pipe(3/4)	Good Quality
115	Pen ultra fine- 15KA	Parker
116	Pen (medium)	Link
117	Pen (medium)	Cello
118	Pen (normal)	Link
119	Pen (normal)	Cello
120	Pen (superior)	Link
121	Pen (superior)	Cello
122	Pen Drive (64 GB)	HP
123	Pen Drive (16 GB)	HP
124	Pen Drive (32 GB)	HP
125	Pen Stand (2 holder)	Shraman
126	Pen Stand (4 holder)	Shraman
127	Pen(use & throw)	Link
128	Pen(use & throw)	Elkos Sifco
129	Pencil (per pkt.)	Natraj
130	Pencil (per pkt.)	Apsara
131	Pencil (per pkt.) funtoon colour	Cello
132	Pencil Cutter	Apsara
133	Penstand Paper Roll	Good Quality

Sl. No.	Name of the Articles	Make
1	2	3
134	Perfume	Riya
135	Perfume	Temptation
136	Perfume (vehicle)	Good Quality
137	Phenyl(1 ltr)	Sanitol
138	Phenyl(1/2 ltr)	Sanitol
139	Phuljhadu	Good Quality
140	Phuljhadu Long	Good Quality
141	Pillow	Good Quality
142	Pin Cushion	Omega
143	Pin plug (3 pin)	Anchor
144	Plastic Folder (Medium)	Guru
145	Plastic Folder (Normal)	Guru
146	Plastic Folder (Superior)	Guru
147	Plastic Scale	Executive
148	Plastic thread (per boundale)	Good Quality
149	Plastic Tub	Cello
150	Prasasana sabdakosa	Publication Odia Bhasa Pratisthan
151	Punching Machine (Big- HDP-1320)	Kangaroo
152	Punching Machine (double)	Kangaroo
153	Punching Machine (single)	Kangaroo
154	Rainy Coat	Good Quality
155	Riffle (Big per pkt.- Blue)	Link
156	Riffle (Small per pkt.- Blue)	Link
157	Riffle (Big per pkt.- Black)	Link
158	Riffle (Big per pkt.- Red)	Link
159	Riffle (Butterflow/ Pentex)	Link
160	Riffle (Small per pkt.- Black)	Link
161	Riffle (Small per pkt.- Red)	Link
162	Riffle Jotter (Add jel)	Link
163	Riffle Parker ultra fine- 15KA	Parker
164	Riffle Stand Pen (red)	Link
165	Riffle Stand Pen (blue)	Link
166	Rolling register (10)	Sweta
167	Rolling register (10)	Rajdhani
168	Rolling register (16)	Sweta
169	Rolling register (16)	Rajdhani
170	Rolling register (20)	Sweta
171	Rolling register (20)	Rajdhani
172	Rolling register (30)	Sweta
173	Rolling register (30)	Rajdhani
174	Rolling register (36)	Sweta
175	Rolling register (36)	Rajdhani
176	Rolling register (6)	Sweta
177	Rolling register (6)	Rajdhani
178	Room freshener	Lovin

Sl. No.	Name of the Articles	Make
1	2	3
179	Room freshener	Lemon
180	Room freshener	Sandal
181	Room freshener	Rian
182	Round Pen Stand	Omega
183	Rubber stamp	Good Quality
184	Salu cloth (per mtr.)	Good Quality
185	Schedule paper (12 X 10) with carbon	Good Quality
186	Schedule paper (12 X 10) with out carbon	Good Quality
187	Schedule paper (15 X 12) with carbon	Good Quality
188	Scissor (brass)	Good Quality
189	Scissor (butterfly)	Good Quality
190	Scissor (small)	Good Quality
191	Screen Pipe fittings	Good Quality
192	Screen Spring	Good Quality
193	Service Book	Good Quality
194	Sign boards	Good Quality
195	Sketch Pen	Luxur
196	Soap	Lifebuoy(small)
197	Soap Case	Cello
198	Spoon (Steel)	Good Quality
199	Stamp pad (big)	Kores
200	Stamp pad (small)	Kores
201	Stand Pen	Cello
202	Stappler (Big - 45)	Kangaroo
203	Stappler (Small-10)	Kangaroo
204	Stappler Pin (Big-45)	Kangaroo
205	Stappler Pin (Small-10)	Kangaroo
206	Starter	Phillips
207	Steno Pad	Good Quality
208	Stick (Plastic)	Good Quality
209	Stick folder	Good Quality
210	Straw board	Good Quality
211	Sugar Pot	Cello
212	Switch (Calling Bell)	Cona
213	Switch Board	Good Quality
214	Table Cloth	Good Quality
215	Table glass	8 mm.
216	Table glass	6 mm.
217	Table Glass Pad	Good Quality
218	Table Lamp	Philips
219	Table Top	Omega
220	Tag (per bundale)	Good Quality
221	Tea Cattle (1 ltr.)	Bajaj
222	Tea Cattle (1 ltr.)	Phillips
223	Tea Cattle (1/2 ltr.)	Bajaj

Sl. No.	Name of the Articles	Make
1	2	3
224	Tea Cattle (1/2 ltr.)	Phillips
225	Tea Tray (Big)	Cello
226	Tea Tray (Small)	Cello
227	Telephone (Wire)	Per 1 mt.
228	Telephone Cord	Beetel
229	Telephone Lock	Good Quality
230	Telephone Mat	Good Quality
231	Telephone receiver (1 + 1)	Beetel
232	Telephone receiver (Analog)	Beetel
233	Telephone receiver (Plain)	Beetel
234	Telephone rosette box	Beetel
235	Thermaflash (1 Lt.)	Milton
236	Thermaflash (1/2 Lt.)	Milton
237	Thermaflash (2 Lt.)	Milton
238	Thermaflash Riffle (1 lt.)	Milton
239	Thermaflash Riffle (1/2 Lt.)	Milton
240	Thermaflash Riffle (2 lt.)	Milton
241	Thin Paper	Good Quality
242	Tissue Paper (Dry)	Good Quality
243	Tissue Paper (wet)	Good Quality
244	Torch (2 cell)/ Charging	Eveready
245	Tracing Paper	Nova (per Pkt.)
246	Transparent Sheet (Per Pkt.)	Good Quality
247	Transparent Sheet with stick	Good Quality
248	Tube light Fittings	Phillips
249	Tubelight - 14 wt.	Phillips
250	Tubelight - 40 wt.	Phillips
251	Umbrella(Folding)	KC Paul
252	Vehicle Cussion Cover	White Cover
253	Vim Powder	1 kg.
254	Visiting Card Folder	Good Quality
255	Wall Clock	Orpat
256	Wall Clock	Ajanta
257	Writing Pad	Good Quality
258	Xerox Paper (A/3) (JK)	JK (75 GSM)
259	Xerox Paper (A/4) (JK)	JK (75 GSM)
260	Xerox Paper (A/5) (JK)	JK (75 GSM)
261	Yellow Paper	Good Quality
262	Yellow Sticker	Oddy

