

Government of Odisha
Parliamentary Affairs Department

No. 5676 /PAD, Dated. 08-09-2021
File no. : 29321800102020 (ME-4-08/2020)

TENDER CALL NOTICE FOR SUPPLY OF STATIONERY ARTICLES

Sealed tenders are invited from the intending Registered Firms/ Suppliers through R.P with A.D / by hand by contacting on telephone no.2322614, located at Bhubaneswar having valid GST registration number and Income Tax Clearance/ upto date GST Clearance Certificate (till July, 2021) for supply of Office Articles/ Stationeries for official use in Parliamentary Affairs Department for a period of one year

The intending firms/suppliers should have Govt. registered/ proper shop located only at Bhubaneswar as per address mentioned on their tender papers. The tenders of the stock point suppliers will not be considered.

The intending bidders may download the details of articles from the Department website www.paodisha.gov.in from the date of issue of the Tender Call Notice and submit the tender prices of the respective articles along with the tender application to Parliamentary Affairs Department, Bhubaneswar.

The tender must be accompanied with "**Bid Security Declaration**" only in lieu of Earnest Money Deposit / Bid Security as per the provision laid down in F.D O.M No-8943/F, Dt.18.03.2021. The bidders should submit their bid in a **envelope** super-scribing the envelope as "**Tender for supply of Office Stationery articles to P.A. Department with reference to Advertisement No...../2021 dtd.....2021**".


The envelopes containing the bid documents shall be addressed to :

The Deputy Secretary to Government,
Parliamentary Affairs Department,
Lokseva Bhawan-751001, Odisha.

The tender papers should reach the Parliamentary Affairs Department, Bhubaneswar on or before **27.09.2021 till 12 PM.** and the same will be opened at **12.30 P.M. on the same day.**

Any doubt regarding the tender process may be clarified by contacting the P.A Department Office Telephone No- **0674-2322614** during the office hours of office days.

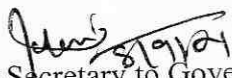
The authority reserves the right to reject any or all Tender/Tenders without assigning any reasons thereof. The Tender papers received incomplete or after the scheduled date and time and of those who do not have proper shop shall be rejected. The approved Bidder / Bidders shall only deliver their materials in the Lokseva Bhawan premises i.e. in the Parliamentary Affairs Department on receipt of orders/through telephone calls (in case of emergency). No other option on delivery of the materials shall be taken into consideration. The accepted Tender will be valid for one year i.e. upto 30.09.2021.


Deputy Secretary to Government
Parliamentary Affairs Department

P.T.O.

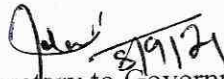
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Copy forwarded to the Head, State Portal Group, IT Centre, Lokseva Bhawan, Bhubaneswar with a request to display the Notice in the State Government website for wide publicity/ All Departments/ A.D.M., Bhubaneswar/ Commissioner, B.M.C. with a request to display the Notice in their Notice Board for wide publicity.


Deputy Secretary to Government

Memo No. 5678 /PAD, Dated. 08.09.2021

Copy forwarded to the Information and Public Relations Department, Odisha with a request to take necessary steps for early publication of this Tender Call Notice in a single issue of a **widely circulated Odia daily on or before 16.09.2021**. A copy of the publication along with Bills in triplicate may please be sent to this Department for needful.


Deputy Secretary to Government

TERMS & CONDITIONS

I. Eligibility Criteria

1. The intending firms/suppliers should have Govt. registered/ proper shop located only at Bhubaneswar as per address mentioned on their tender papers. The tenders of the stock point suppliers will not be considered.
2. The agency should have valid GST registration & PAN. (copies of GST Registration Certificate & PAN Card and up to date(i.e up to 07/2021) Income Tax & GST clearance certificate are to be submitted).

II. Delivery and Payment

1. The firms have to supply the goods as per approved standard and quality.
2. The firms have to supply the goods within three days of the issue of supply order positively.
3. The firms have to deliver the goods at this Department.
4. The firms have to bear the cost of transportation, loading/ unloading, installation of goods.
5. In case of emergency, firms have to supply the goods immediately on verbal orders.
6. Necessary payment will be made within two months of delivery of goods after completion of all official formalities.

In the event firms withdraw / modify the bid during the period of validity or commit any breach of Tender conditions, they will be suspended from being eligible for bidding / award of all future contracts of P.A. Department for a period of one year from the date of committing such breach.

Parliamentary Affairs Department

Govt. of Odisha
Lokseva Bhawan, Bhubaneswar, 751001
Phone : 0674- 2322614



Advt.No. ----/2021

Date:

**TENDER CALL NOTICE FOR SUPPLY OF OFFICE
ARTICLES/ STATIONERIES**

Sealed tenders are invited from intending Registered Firms/ Suppliers for supply of Office articles/ stationeries for official use in P.A. Department, Odisha for a period of one year. Details regarding eligibility criteria, terms & conditions and list of stationery items are mentioned in the tender document which may be downloaded from the website:

www.paodisha.gov.in. Intending Registered Firms/ Suppliers may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelope as "Tender for supply of Office articles / stationeries with reference to Advertisement No./2021 dtd.".

The tenders should reach the undersigned by 27.09.2021 (till 12 PM). The Tenders will be opened at 12.30 PM on the same day. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

Deputy Secretary to Government
Parliamentary Affairs Department, Odisha

LIST OF STATIONERIES-2020-21

SI No.	List of articles
1.	Air freshner (Odonil/Godrej aer)
2.	Battery (Eveready) (per piece) Big /AA/AAA.
3.	Binder Clip(32mm,25mm,19mm,15mm)
4.	Computer cover for All in one PC & printer cover(cotton/PVC) with different size
5.	Calculator (check & correct) 10 digit/ 12 digit- Casio
6.	Calling Bell(cordless)
7.	Colour flag / Stick on pad
8.	Sanitizer (100ml/500 ml/ 5 litre)
9.	Colin Spray
10.	Cotton binding (dak/signature pad)/ Plastic coated (dak pad) Plain (dak/signature pad)
11.	Dak Bag(good quality)
12.	Duster cloth- White(good quality)
13.	Electric Tea maker/Kettle(Bajaj/Prestige/Borosil)
14.	Engagement Stand (big A4 size)
15.	Engagement Pad
16.	Gems clip (Plastic coated) per pkt. (Oxford/ Grapes/ Good quality)
17.	Gum big bottle 700 ml./small bottle (Camel)
18.	Glass cover(good quality/Superior quality)
19.	Glass- table top(
20.	Gum (Fevistick) Big
21.	Highlighter Big(Luxar/ Good quality) per Pkt.
22.	Hightec point pen,(Luxar) different quality.
23.	Leaver Arch file
24.	Mask(N-95/Cotton)
25.	Mat-PVC
26.	Mosquito repellent machine/liquid (Good Knight)
27.	Mosquito killing Bat(Electric(good quality(Nippo/Everady)
28.	Xerox Paper(J.K. Red)- 75 GSM - A4 size
29.	Pen stand with paper roll (Big size, VIP quality, with 4 jotter pen)
30.	Pen stand with paper roll (small, good quality with 2 jotter pen)
31.	Pen(Pen stand pen (Per piece) with Jotter refill)
32.	Pen(Add gel achiver /cello fine grip/Cello Velvet-O/ Butterflow/ Trimax /Pilot-V7/Pilot-V5/Roeito/Parker)
33.	Pencil (Superior quality/ Camlin exam/Yuova Stalion/ Apsara) (per packet)
34.	Paper weight (Oval/ Flat) (good quality), Big size.
35.	Punching machine (single hole) Kangaroo make
36.	Tea Tray-good quality (big / small)
37.	Plastic bucket with plastic handle 15 ltrs. capacity / Mug 750 ml. capacity – good quality.
38.	Plastic Tub (Medium size)- Good quality.
39.	Salu cloth per mtr. (Good quality/Red)
40.	Stapler machine(big / medium /small per piece) (Kangaroo)
41.	Stappler Pin big & small per packet.
42.	Hand wash(Dettol/life bouy/santoor)250ml
43.	Soap (Lux) General big.

44.	Plain writing pad (different size)20/40/100 pages
45.	Rolling writing pad (different size) 20/40/100 pages
46.	Spiral binding pad (different size) Good quality 20/40/100 pages.
47.	Transparent folder/ Plastic (L) Folder(VIP/general quality)
48.	Wall clock (Ajanta/Samay) Big / small
49.	Bound register-Rolling (different size)
50.	Cello Tape (plain/ coloured) (size -1/2 “,1”, 1 1/2 “,2”)
51.	Plastic letter Tray-good quality.
52.	Sketch Pen per packet-good quality.
53.	Shorthand Note Book.
54.	Stamp pad (medium/ big/general)- good quality
55.	Rain coat(Duck back/Top in town)
56.	Room Freshener- (200 ml.)-Riya/Ambipure/Godrej aer
57.	Cups with saucers- Bone China (Gold Line)- per six pairs (superior/standard) (LAOPALA/OASIS/ VIP quality)
58.	Tag good quality(Normal/8 inch)
59.	Tiffin Plate (Bone China)(OASIS/ LAOPALA/ VIP Quality)(per piece/ per set)
60.	Mortein - Spray./ Hit Spray
61.	Envelope (Different size) per 100 nos Plain/White
62.	Envelope Cotton coated / laminated
63.	Lock (different size) Godrej and Mobaj from 7 lever to smaller size.
64.	Godrej aer pocket/ odonil
65.	Cover File good quality
66.	Telephone set(Beetel 1+1)plain and caller Id,Beetel single set(Plain and caller Id0, cordless(panasonic-Model(KX-TG3811SX,KX-TG3711SX,KX-TG3611SX),cordless combo(Model-X78)
67.	Router-D-Link DIR-816
68.	Torch Light(3 shell) Jeep/eveready/Electric Charging
69.	Sanitizer machine(Automatic)-5 litre/ 1 litre
70.	Scissor (Butterfly) (big) paper cutting.
71.	Thermo Flask (Milton) (Superior quality) (1 ltr. / 500 ml)
72.	Teapot(Bone China)/ Bowl /Dining plate(Superior quality) (big/medium)(OASIS/LAOPALA) per set
73.	Glass tumbler Superior(Borosil)/ (Year T10c/Year FB) per piece/per set/Non yera
74.	Bed sheet/Pillow cover/Pillow(Bombay dyeing)per piece.
75.	Turkish Towel- superior quality (Raymond/Bombay dyeing) (White/Coloured)- 30”X60”/ 40”X60”/ 36”X72”/ Small(Napkin)
76.	Turkish Towel .(30” X60”) (White/Coloured)/Khadi Towel per piece
77.	Umbrella(Sun brand(Normal Size/Tennis Umbrella
78.	National Flag (3’ X4 1/2’)/Car Flag (both side print)/Flag rope (cotton)30ft bundle.