

**Government of Odisha
G.A. & P.G.(Rent) Department
Bhubaneswar**

No. _____/Rent,
Cash 06/(Pt)2018

Date. _____/

QUOTATION CALL NOTICE

Sealed quotations are invited from different registered Firms/Order Suppliers having valid PAN and up to date deposit of GST Clearance Certificate for supply of **Office Stationary items** as per the enclosed list of materials with quality, specification and rate per unit mentioned therein, for office use in G.A. & P.G.(Rent) Department. The intending firms / Order Suppliers are required to furnish their quotations to the Rent officer, G.A.&P.G.(Rent) Department, HOD Building, Bhubaneswar-751001 through registered / speed post so as to reach undersigned **Sealed quotation by 19.12.2018 at 3.00 pm and the same shall be opened on same date 19.12.2018 at 3.00 P.M.in the presance of quotationers.**

The firms whose offer would be accepted are required to supply the materials within seven days from placing of the order failing which the order stands cancelled.

By orders of Director of Estates

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Rent Officer

G.A & P.G.(Rent) Department

Memo No. G407...../Rent,

Date. 05.11.2018

Copy forwarded to Officer-in-Charge, IT Centre. Odisha Secretariat, Bhubaneswar, with a request to hoist this notice in the website under G.A. & P.G.(Rent) Department. Home Page as a new subject.


Rent Officer

G.A & P.G.(Rent) Department

List of the Office Stationeries Items for the year 2018 -19

SI No	Name of the Items	Description	Total Quantity Required
1	Printing Paper	12x10 x 2 parts (70 GSM)	15000 Pcs (30 Pkts)
2	Printing Paper	12x10 x1 part (70 GSM)	4000 Pcs (4 Pkts)
3	Printing Paper	15 x12 x 2 parts (70 GSM)	2500 Pcs (10 Pkts)
4	Printing Paper	15x12 x1 part (70 GSM)	25000 Pcs (50 Pkts)
5	Printing Paper	A/4 JK Copier Red (75 GSM)	120 Pkts
6	Binding Brown Board	2-ton	25 Pcs.
7	Binding Cloth	(Red Cotton)	25Mts.
8	Basket (WP)		15 Pcs
9	Pin Cusion	(Omega)	15 Pcs
10	Paper Weight	(Glass)	50 Pcs
11	Stamp Pad	Big Size	6 nos.
12	Dot Pen	Red-Blue (20+20)	(20+20)no,s
13	Pen Stand	Double Holder	13 nos
14	Pen Stand Pen	Red-Blue	36 no,s
15	Dot Pen	Blue	40 no,s
16	Stamp Pad	Big Size	4no,s
17	Stamp Pad	Small Size	20 Nos
18	Stamp Pad Ink	10 ml.	15 Nos
19	Gum Liquid	300 ml.	8 Botal
20	Jut Thread		15 Bundle
21	Cotton Thread	For Khata Binding	25 Bundle
22	File Tray	siz 16x12	20 Pcs
23	Sceissor	7"" General Purpose (Oddy)	10 nos
24	Sceissor	12" Big Size(Steel)	1 no
25	Stapler	G-10	15 nos
26	File Tag	8"	25 Pkts.(Big)
27	White Paper	17 x 27	12 Ream
28	Long Register	No. 30	3 nos
29	Long Register	No. 10	15 nos
30	Punching Machine	(Single)	12 nos.
31	Paper Pin		50 Pcs
*32	Table Cloth	(Cotton)	10 nos
33	Khadi Duster	(30x60)	50 Nos
34	A/4 Note Pad	Spiral	12 Nos.
35	Highlighter Pen	Flat	20 nos.
36	Correction Fluid	Botal	30 Nos.
37	Pencil Battery	Everady	50 Pcs
38	AC Remod Battery	Everady	50 Pcs.


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