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GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION DEPARTMENT

No.GAD-OE2-CONT-0116-2015-26333/ Gen., Dated. 06.11.2015

QUOTATION CALL NOTICE

Sealed quotations in plain paper / letter pad are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid TIN / SRIN with clearance certificate in Form No. VAT – 612 and Income Tax clearance certificate for supply of **Office Stationery articles** for official use of G.A. Department. The details of these articles can be obtained from G.A. (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 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 **27.11.2015** 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)

Officer on Special Duty.

o/c

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Memo No. 26334 / Gen., Dated. 06.11.2015

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. Department.

Sd/-

Officer on Special Duty.

Memo No. 26335 / Gen., Dated. 06.11.2015

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

Sd/-

Officer on Special Duty.

Memo No. 26336 / Gen., Dated. 06.11.2015

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

Sd/-

Officer on Special Duty.

Memo No. 26337 / Gen., Dated. 06.11.2015

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

Sd/-

Officer on Special Duty.

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ANNEXURE - 'A'

LIST OF ARTICLES

1. Agarbati (Bharat Darshan)
2. Battery (Eveready 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 (Oddy)
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 (Philips) (60 Wt)
24. Electric Wire (Flexible) (Apolo) per mtr.
25. Emergency Light (BPL)
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. Filter Candle (Milton)
33. Filter Stand (Iron)
34. Glass Cover (Diamond)
35. Glass Pad (6mm) Sq/ft.
36. Glass Tumbler (Ordinary, Superior) (Era)
37. Guard File(Plastic)
38. Gum Bottle (750 ml.) (Kores)
39. Gum Bottle (100 ml.) (Kores)

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40. Highlighter Pen (Fabercastella)
 41. James Clip (Bell)
 42. James Clip (plastic Coated) (Bell)
 43. Jute Thread(Per Kg.)
 44. Key pad
 45. Key Purse (Leather)
 46. Knives, Paper cutting (Flair)
 47. Liquid Soap (250 ml.) (Dettol)
 48. Lock (Godrej – 7 levers, 6 levers & Mobaj – No. 41)
 49. Marker Pen Permanent (Fabercastella)
 50. Measuring Tape (big)
 51. Movement Register
 52. Mug (Plastic) (Medium, Cello)
 53. Note Book , Ordinary (Page - 40)
 54. Note Book , Spiral Super quality(Page - 100)
 55. Odonil
 56. Paper Clip (Omega)
 57. Paper Weight, Big size Make – Crocodile(Egg type)
 58. Pen (Gel, Add Achiever)
 59. Pen Ball Point (Cello Gripper)
 60. Pen Ball Point (Cello, Topball)
 61. Pen for pen stand
 62. Pen (Use & throw)
 63. Pen Stand with pen, paper roll (4 Pen Holder) (Make – Kebica No. 1493)
 64. Pen Stand with pen (2 Pen Holder) (Make – Kebica No. 202)
 65. Pencil (Natraj)
 66. Pencil Sharpener (Natraj)
 67. Plastic (L) Folder with pocket (No.503)
 68. Plastic Chair (Ankur) without cushion
 69. Plastic Chair (Ankur) with cushion
 70. Plastic rope (for flag hosting)
 71. Punching Machine (Single & Double) (Kangaro)
 72. Red Cloth (with sample)/mtr.
 73. Refill (Add Gel)
 74. Refill (Cello gripper)
 75. Refill (Cello Topball)
 76. Refill (Jotter) (Link)
 77. Refill Plain (Big & Small) (Link) per 100 pc.
 78. Rolling Register (No. 36, 20, 16,) (Sweta / Bharat)
 79. Roneo paper
 80. Room Freshener (Riya) (Rajanigandha / sandal / lemon/sonnet)
 81. Room Freshener (200 ml.) (Rian)
 82. Room Freshener (Lovin)

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83. Scale (Plastic) (Executive)
84. Scissors (Make – Crystal, Medium)
85. Screen Cloth (per Mtr.) (with sample)
86. Screen Spring
87. Sealing Wax(Per box)
88. Short hand Note Book (Ashwani)
89. Sketch Pen (Luxur)
90. Soap (Lux International)
91. Soap (small size)(Dettol)
92. Soap Case (cello)
93. Spoon(Good quality)
94. Stamp Pad (Medium) Faber Castella (110 mm. X 69mm)
95. Stamp Pad Ink (Kores)
96. Stapler (Big) Kangaroo-HP-45
97. Stapler Small (Kangaroo HD – 10D)
98. Stapler Pin (Big) (Kangaroo)
99. Stapler Pin (Small) (Kangaroo)
100. Table Lamp (Phillips)
101. Tag(White) (per 500 Nos.)(Good quality)
102. Tea Tray (Plastic, Cello)(Medium)
103. Thermo flask (Size - 1ltr.) Milton(imagination) / Eagle
104. Thread Ball
105. Torch (2 Cell & 3 Cell, Eveready) with battery
106. Towel (Big Size for Car)(Size – 36" X 72") - Atex
107. Towel (Medium Size for Chair) (Size – 30" X 60") – Priyanka Good quality
108. Towel (Small Size for Bathroom) (Size – 27" X 54") - Atex
109. Towel Bombay Dyeing (for officers) (all size)
110. Tracing paper
111. Tub (Plastic, Medium) (Cello)
112. Tube Light (Philips)
113. Tube Light Choke (40 Watt Copper / Philips)
114. Tube Light Fittings (Philips / Crompton)
115. Tube Light Starter (Philips)
116. Umbrella (Big, K.C. Paul)
117. Wall Clock (Ajanta) with battery (No. 1547)
118. Waste Paper Basket(Big)
119. Water Filter (24 ltr.) (Milton) Model – Cold Neptune
120. Xerox Paper , JK Copier (A3/ A4) good quality with red cover
121. Xerox Paper , JK Copier (A3/ A4) good quality with green cover