

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

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No. 2378 /Rent,  
Cash 06/OC(Pt)2020


Date. 26/06/2020

QUOTATION CALL NOTICE

Sealed quotations are invited from different local registered Farms / 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 10.07.2020 at 3.00 pm and the same shall be opened on same date 10.07.2020 at 4.00 P.M.in the presence 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


  
26/6/2020  
Rent Officer

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

Memo No. .... /Rent,

Date. ....

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.

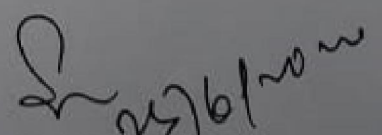
  
Rent Officer

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

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**List of the Office Stationeries Items for the year 2020-21**

Sl No	Name of the Items	Description	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)	140 Pkts
6	Binding Brown Board	2-ton	25 Pcs
7	Binding Cloth	(Red Cotton)	25Mts.
8	Basket (WP)		15 Pcs
9	Hand Wash	200ml Detol / Savlon	100 botal
10	Hand Sanitizer	500 ml Alcol Base	50 botal
11	Pin Cushion	(Omega)	15 Pcs
12	Paper Weight	(Glass)	50 Pcs
13	Stamp Pad	Big Size	6 nos.
14	Dot Pen	Red-Blue (20+20)	40 pcs
15	Pen Stand	Double Holder	13 nos
16	Pen Stand Pen	Red-Blue	36 no,s
17	Dot Pen	Blue	40 nos
18	Stamp Pad	Small Size	20 Nos
19	Stamp Pad Ink	10 ml.	15 Nos
20	Gum Liquid	300 ml.	8 Botal
21	Jut Thread		15 Bundle
22	Cotton Thread	For Register Binding	25 Bundle
23	File Tray	siz 16x12	10 Pcs
24	Sceissor	7" General Purpose (Oddy)	10 nos
25	Sceissor	12" Big Size(Steel)	1 no
26	Stapler	G-10	15 pac
27	Stapler Pin	G-10	3 Pac
28	File Tag	8"	25 Pkts (Big)
29	White Paper	17 x 27	06 Ream
30	Long Register	No. 30	3 nos
31	Long Register	No. 10	15 nos
32	Punching Machine	(Single)	12 nos.
33	Paper Pin	Faber Castell	25 Pcs
34	Table Cloth	(Cotton)	6 nos.
35	Khadi Duster	(30x60)	25 Nos
36	A/4 Note Pad	Spiral	30Nos.
37	Highlighter Pen	Faber Castell (Flat)	30 nos.
38	Correction Fluid	Botal	30Nos
39	Pencil Battery	Everady	25 Pcs
40	AC Remod Battery	Everady	25 Pcs.

  
**RENT OFFICER**  
**G A & P.G. (Rent Deptt)**