

Government of Odisha
Parliamentary Affairs Department

No. 6133 /PAD, Dated. 01.10.2022
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 for supply of Office 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.pa.odisha.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 and subsequent extension vide F.D O.M No-8484/F, Dt.05.04.2022.

The bidders should submit their bid in a **envelope** super-scribing the envelope as "**Tender for supply of Office Stationeries to P.A. Department with reference to Advertisement No..... dtd.....2022**".

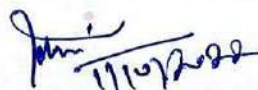
The envelopes containing the bid documents shall be addressed to :

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 **15.10.2022 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 30.09.2023.


Deputy Secretary to Government
Parliamentary Affairs Department

P.T.O.

Memo No. 6134 /PAD, Dated. 01.10.2022

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/Computer Cell, P.A. Department for display the Notice in the P.A. Department 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.

Memo No. 6135 /PAD, Dated. 01.10.2022 Deputy Secretary to Government

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 07.10.2022**. A copy of the publication along with Bills in triplicate may please be sent to this Department for needful.

Deputy Secretary to Government

Parliamentary Affairs Department

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



Advt.No.-----

Date:.....

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

Sealed tenders are invited from intending Registered Firms/ Suppliers for supply of Office 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.pa.odisha.gov.in. Intending Registered Firms/ Suppliers may submit their tenders in a sealed envelope superscribing on the top of the sealed envelope as "**Tender for supply of Office Stationeries with reference to Advertisement No. dtd.**"

The tenders should reach the undersigned by **15.10.2022 (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

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 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.

LIST OF STATIONERIES-2022-23

SI No.	List of Articles
1.	Air freshner (Odonil/Godrej aer)
2.	Battery (Eveready/ Duracell) (per piece) Big /AA/AAA, Rechargeable Battery (Duracell)
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 (5 colour/ 3 colour)
8.	Sanitizer (100ml/500 ml/ 5 litre) / Savlon Spray
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./ per piece
22.	Leaver Arch file
23.	Mask(N-95/Cotton)
24.	Mat-PVC
25.	Mosquito repellent machine/ liquid (Good Knight)
26.	Mortein - Spray./ Hit Spray (Mosquito/ Cockroach)
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 /celio fine grip/Cello Velvet-O/ Butterflow/ Trimax /Pilot-V7/Pilot-V5/Rorito maxtron/Parker/ Pentonic/ Hightec point pen (Luxar))
33.	Pencil (Superior quality/ Camlin exam/Yuova Stalion/ Apsara) (per packet)
34.	Paper weight (Oval/ Flat) (good quality), Big size.
35.	Punching machine (single hoi) 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.	Red cloth per mtr. (Good quality)
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 -½ ", 1", 1 ½ ", 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 (Cotton) (Normal/ 8 inch)
59.	Tiffin Plate (Bone China)(OASIS/ LAOPALA/ VIP Quality) (per piece/ per set)
60.	Envelope (Different size) per 100 nos Plain/ White/ Coloured
61.	Envelope Cotton coated / laminated per 100 nos
62.	Lock (different size) Godrej and Mobaj from 7 lever to smaller size.
63.	Godrej aer pocket/ odonil
64.	Cover File good quality
65.	Telephone set(Beetel 1+1)plain and caller Id, Beetel single set (Plain and caller Id), cordless (Panasonic-Model (KX-TG3811SX, KX-TG3711SX, KX-TG3611SX), Cordless combo (Model-X78)
66.	Router-D-Link DIR-816
67.	Torch Light(3 shell) Jeep /eveready/ Electric Charging
68.	Sanitizer machine(Automatic)-5 litre/ 1 litre
69.	Scissor (Butterfly) (big) paper cutting.
70.	Knife
71.	Budkin
72.	Thermo Flask (Milton) (Superior quality) (1 ltr. / 500 ml)
73.	Teapot(Bone China)/ Bowl /Dining plate(Superior quality) (big/medium)(OASIS/LAOPALA/ per set
74.	Glass tumbler Superior(Borosil)/ (Year T10c/Year FB) per piece/per set/ Non yera
75.	Bed sheet/Pillow cover/Pillow(Bombay dyeing/ Superior quality)per piece.
76.	Turkish Towel- superior quality (Raymond/Bombay dyeing) (White/Coloured)- 30"X60"/ 40"X60"/ 36"X72"/ Small(Napkin)
77.	Turkish Towel .(30" X60") (White/Coloured)/Khadi Towel per piece
78.	Umbrella(Sun brand (Normal Size/Tennis Umbrella))
79.	National Flag (3' X4 1/2')/Car Flag (both side print)/Flag rope (cotton)30ft bundle.
80.	Correction Fluid Pen
81.	Waste Paper Basket / Dustbin pedestral
82.	Naphthalene
83.	Water bottle (Steel) Milton / Plastic
84.	Harpic flushmatic tablet
85.	Tissue Paper (Toilet paper Roll/ Hand tissue paper / Face tissue paper)
86.	Eraser
87.	Pencil Cutter
88.	Permanent Marker
89.	Scale (Steel / Plastic) (1 ft/ 2 ft)
90.	Stapler Pin Remover
91.	Stamp Pad Ink
92.	Thread (Cotton/ Jute)
93.	Vim Liquid
94.	Phynile