

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

No. GAD-OE2-CONT-0019-2014- **9817** / Gen., Dated. **11th April, 2022**

QUOTATION CALL NOTICE

Sealed quotations in letter pad are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid GSTIN under OGST Act 2017 and PAN for supply of **Stationary articles** for official use of G.A. & P.G. Department. The quotations should reach the undersigned by **26.04.2022, 2.00 P.M.** at the latest and the quotations shall be opened on the same day at 4.00 P.M. in presence of quotationers or their authorized representatives. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected.

The quotationer must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as 'Technical Bid' and 'Financial Bid' respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed "**Quotations for Stationary articles**".

Technical Bid should contain following documents:

1. Registration Certificate of the firm / supplier
2. GST Registration Certificate
3. Copy of PAN
4. Copy of Up to date GST Return(GSTR 3B)
5. IT Return (2021-22 AY)
6. EMD of Rs. 5000/- in shape of Bank Draft in favour of D.D.O-cum-Under Secretary to Govt., G.A. & P.G. Department.
7. Address and contact details of firm.(Local address of business place at Bhubaneswar with contact details)

Financial Bid should contain the price of each article in the prescribed format per unit /packet of supply. **All prices should be inclusive of taxes.**

FORMAT FOR OFFER (FINANCIAL BID)

Name of the Firm:
(With full particulars)

Sl. No.	Item	Make / Model	Specification if any	Unit pack	Unit price (In. Rs.)	Remarks

The Technical Bid will be opened on **26.04.2022 at 4.00 PM**. On qualifying in the Technical Bids, the Financial Bid will be opened on the same day at **5.00 PM**. Those who do not qualify in the technical bid their financial bid will not be opened. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.


11.4.22
Under Secretary to Government.

Memo No. 9818 / Gen., Dated. 11/04/2022

Copy forwarded to Under Secretary (AR Cell), G.A. & P.G. Department to display the notice on G.A. & P.G. Department official website for information.


11.4.22

Under Secretary to Government.

Memo No. 9819 / Gen., Dated. 11/04/2022

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


11.4.22

Under Secretary to Government.

Memo No. 9820 / Gen., Dated. 11/04/2022

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


11.4.22

Under Secretary to Government.

Memo No. 9821 / Gen., Dated. 11/04/2022

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


11.4.22

Under Secretary to Government.

ANNEXURE –‘A’

LIST OF ARTICLES

1	Agarbati (Bharat Darshan)
2	Battery (Eveready) (A)
3	Battery (Eveready) (AA)
4	Battery (Eveready) (AAA)
5	Battery (Duracell) (AA)
6	Battery (Duracell) (AAA)
7	Bucket Plastic Ankur (18)
8	Calculator (12 Digit) (Bistec, No. BS - 786)
9	Calling Bell (Remote) (Cona)
10	Calling Bell (Plain) (Cona)
11	Car Air Freshener Gel
12	Cello Tape (1") (Miracle)
13	Cello Tape (2") (Miracle)
14	Chair Cushion (Kurl-on)
15	Clip Board File (Solo)
16	Coloured Flag Slip (Oddy)
17	Correction Fluid / pen (Kores)
18	Cup and Saucer , Bone China (OASIS) – Good Quality
19	Dak Pad (Ordinary)
20	Dak Pad (Superior)
21	Desk Calendar Stand (Omega)
22	Dettol Hand wash
23	Dettol Hand Sanitizer Gel (500 ml)
24	Dinner Plate Set Bone China (OASIS)
25	Dot Pen (Both Side) (Link, Steel body)
26	Dustbin, Plastic(Big)
27	Duster Cloth(1 mtr.)
28	Envelope (11" * 5") (Good quality)
29	Envelope (6" * 4") (Good quality)
30	Envelope (9" * 4") (Good quality)
31	Eraser (plain) (Non-dust)

32	Extension Cord (Cona 5Mtrs.)
33	Face Mask (3 Ply Ear loop medical mask)
34	Face Mask (N-95)
35	F.S.(Full Scape) paper(JK Copier) with Red cover (good quality)
36	File Board
37	Glass Cover(Diamond)
38	Glass Pad (6mm) Sq/ft.
39	Glass Tumbler (Ordinary) (Era)
40	Glass Tumbler (Superior) (Era)
41	Guard File(Plastic)
42	Gum Bottle (750 ml.) (Kores)
43	Gum Bottle (100 ml.) (Kores)
44	Hand Sanitizer (100 ml)
45	Hand Sanitizer (Steritouch) (500 ml)
46	Highlighter Pen (Fabercastella)
47	James Clip (Bell)
48	James Clip (Plastic coated) (Bell)
49	Jute Thread (Per Kg.)
50	Key pad
51	Key Purse (leather)
52	Knives, Paper cutting (Flair)
53	Liquid Soap (250 ml.) (Dettol)
54	Lock (Godrej – 7 levers)
55	Lock (Godrej – 6 levers)
56	Lock (Mobaj – No. 41)
57	Marker Pen Permanent (Fabercastella)
58	Measuring Tape (big)
59	Movement Register
60	Mug Plastic medium (Cello)
61	Note Book , Ordinary (Page - 40)
62	Note Book , Spiral Super quality(Page - 100)
63	Odonil
64	Paper Clip (Omega)

65	Paper Weight, Big size Make – Crocodile(Egg type)
66	Pen Gel (V7 / Trimax)
67	Pen Ball Point (Cello Gripper)
68	Pen Ball Point (Cello, Topball)
69	Pen for pen stand
70	Pen (Use & throw)
71	Pen Stand with pen, paper roll (4 Pen Holder) (Make – Kebica No. 1493)
72	Pen Stand with pen (2 Pen Holder) (Make – Kebica No. 202)
73	Pencil (Natraj)
74	Pencil Sharpener (Natraj)
75	Phodani
76	Plastic Folder L Type
77	Plastic Folder with pocket (No.503)
78	Punching Machine (Single) (Kangaro)
79	Punching Machine (Double) (Kangaro)
80	Red Cloth (with sample)/mtr.
81	Refill (Add Gel)
82	Refill (Jotter) (Link)
83	Refill Plain (Big) (Link) per 100 pc.
84	Refill Plain (Small) (Link) per 100 pc.
85	Rolling Register (No. 36) (Sweta / Bharat)
86	Rolling Register (No. 20) (Sweta / Bharat)
87	Rolling Register (No. 16) (Sweta / Bharat)
88	Room Freshener (200 ml.) (Riya) (Sandal / Rajanigandha/Lemon/sonnet/jasmine/ Lilly)
89	Room Freshener (Rian)
90	Room Freshener (Ambipure)
91	Room Freshener (Citrus Lemon)
92	Scale (Plastic) (Executive)
93	Scissors Make – Crystal, Medium
94	Sealing Wax (per box)
95	Short hand Note Book (Ashwani)
96	Sketch Pen
97	Soap (small size) Dettol

98	Spoon(Good quality)
99	Stamp Pad (Medium) Faber Castella (110 mm. X 69mm)
100	Stamp Pad Ink (Kores)
101	Stapler Big (Kangaroo HP-45)
102	Stapler Small (Kangaroo HD – 10D)
103	Stapler Pin (Big) (Kangaroo)
104	Stapler Pin (Small) (Kangaroo)
105	Tag (White) (per 500 Nos.)(Good quality)
106	Tea Tray (Plastic, Cello)(Medium)
107	Tea Maker (Size-1 ltr.) Milton
108	Thermo flask (Size - 1lt r.) Milton(imagination) / Eagle
109	Thread Ball
110	Tracing paper
111	Tub (Plastic, Medium) (Cello)
112	Umbrella (Big, K.C. Paul)
113	Urgent Sticky Pad
114	Wall Clock
115	Waste Paper Basket (Big)
116	Water Bottle (1 ltr) (Plastic)
117	Water Bottle (1 ltr) (Steel)
118	Xerox Paper, JK Copier (A3) good quality with red cover
119	Xerox Paper, JK Copier (A4) good quality with red cover
120	Xerox Paper, JK Copier (A3) good quality with green cover
121	Xerox Paper, JK Copier (A4) good quality with green cover