



Government of Odisha
Office of Special Relief Commissioner

Tender Call Notice No. 4953 /R & DM (DM) Date: 13/09/2023

Sealed Quotation in plain paper/ letter pad are invited in the prescribed format given below from intending Registered Firms/ Suppliers located at Bhubaneswar having valid GSTIN Number for supply of (A) office stationary items (B) sanitary items (C) computer consumables & cartridges for official use in Office of the Special Relief Commissioner, Revenue & Disaster Management Department. A vendor can apply for any one of the aforesaid categories or more, but tender process for each category of items will be dealt separately and will be treated as individual tender. For each category, the cover of the envelope would be super scribed with the category of item applied for. The details of articles are appended at Annexure- "A". The quotation should enclose earnest money of Rs.2000/- (Rupees Two thousand) only in shape Account Payee Bank Draft in favour of OSD-Cum-DDO, Office of the Special Relief Commissioner, Revenue & Disaster Management Department payable at UCO Bank, Secretariat Branch with the quotation, which will be refunded to the unsuccessful quotationers. The quotations should reach the undersigned on or before **26.09.2023 at 5.30 PM** and the quotations shall be opened on **27.09.2023 at 4:00 PM** in the presence of a Committee of this Department and the quotationers or their representatives. The authority reserves the right to accept/ reject any or all the quotations without assigning any reason thereof. The quotations received incomplete or after the scheduled date shall be summarily rejected. The quotations will remain valid for one year from the date of its acceptance.

FORMAT FOR OFFER

Name of the firm:-

(With full particulars)

Sl. No.	Item	Make/ Brand	Specification, if any	Unit Price (in Rs.) including taxes	Remarks

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Joint Special Relief Commissioner

(A) OFFICE STATIONERY ARTICLES

SL. No.	Item Name	Quantity	Unit Price	GST	Total
1	Alpin				
2	Arch file				
3	Binder Clip (small and big)				
4	Binding register (different size)				
5	Blue, Red, Black & Green Pen				
6	Bud kin				
7	Calculator (12digit) Casio				
8	Cello Tape 1".2"				
9	Coloured Flag (Paper/PBC)				
10	Compact CD/DVD				
11	Cover File (Plastic Coated)				
12	Cup & saucer				
13	Dak Bag				
14	Date Stamp				
15	Desk Calendar Stand				
16	Dinner Plate				
17	Engagement Stand				
18	Eraser				
19	Fevistik stick (Adhesive)15gm				
20	Gems clip				
21	Gel pen				
22	Gems Clip (Plastic Coated)				
23	Glass tumbler				
24	Gum Bottle -100ml/200ml				
25	Highlighter Pen				
26	Ink pad				

27	Jute thread				
28	Knife				
29	Lock and Key				
30	Marker Pen				
31	Medium envelope size (10x4)				
32	Mosquito All Out				
33	Napkin (Good Quality)				
34	Note Book				
35	Ordinary ball point pen (Cello)				
36	Official Seal				
37	Paper Cutter				
38	Paper Plate and Cup				
39	Paper weight				
40	Pen Stand				
41	Pencil (Natraj)				
42	Pencil battery (different sizes)				
43	Pencil Cutter				
44	Plastic Folder (Different Size)				
45	Punching Machine (Single/double)				
46	Saul Cloth				
47	Scale(Steel) 30cm & 15cm				
48	Scissor (Medium & Small)				
49	Short Hand note book				
50	Sketch pen				
51	Stamp pad				
52	Stamp pad ink				
53	Stapler Machine (Medium)Hp45				
54	Stapler machine (small) 10D				
55	Stapler pin (10-D)/Hp 45				

56	Tag				
57	Tea Tray				
58	Thermo flask 500ml. 1Ltr. & 2 Litre.				
59	Thread (Jute & Plastic)				
60	Torch Light/ Charge Light				
61	Tumbler cover				
62	Turkish Towel (Bath) 1'x1'6"				
63	Turkish Towel (Big) Chair/Car				
64	Umbrella				
65	Wall clock (Ajanta)				
66	Waste paper basket				
67	Water Bottle				
68	White correction fluid				
69	Xerox Paper				

(B) SANITARY ITEMS

SL No.	Name of Item	Quantity	Unit Price	GST	Total
1	Birth Room Brush				
2	Birth Wiper				
3	Bleaching Powder				
4	Cloth for cleaning of Desk & Glasses				
5	Colin (500ml)				
6	Floor cleaning acid				
7	Hand Wash (in ltr.)				
8	Hard Broom Stick				
9	Harpic Blue				
10	Liquid Detergent (Lizol)				
11	Moping Brush (Big)				
12	Naphthalene Bulb				

13	Odonil				
14	Phenyl (Nimyle 1 ltr Bottle)				
15	Room Freshener (200ml)				
16	Soap (Dettol 45ml)				
17	Soft Broomstick				
18	Surf Excel				
19	Urinal Cubes				
20	Vim Powder				
21	Birth Round Brush				
22	Sanitizer liquid				
23	Face Mask				

(C) COMPUTER CONSUMABLES & CARTRIDGES (COMPATIBLE)

SL. No.	Item Name	Quantity	Unit Price	GST	Total
1	Blank DVD				
2	Blank CD				
3	Canon Cartridge-326 Starter				
4	Canon Drum Cartridge 051				
5	External Hard disc (500GB/1TB)				
6	HP Laser Jet 1007-CC388A-88A				
7	HP Laser Toner Cartridge PC-2612				
8	HP Laser Toner Cartridge 88A (HP Laser Jet P118)				
9	HP Laser jet PLH 2612A-(12A)				
10	Mouse with cord/without cord				
11	Pen drive 8/16/32 GB				
12	Quick Heal Internet Security				
13	UPS-CX 600 VA				
14	Keyboard				

15	Canon Image Class MF 244bw – Cartridge 337 starter.				
16	Canon-Image Class-LBP- 6230dn-Cartridge-326 Starter.				
17	HP Laser Jet 1007-CC388A-88A				
18	HP Laser jet P 3050-Q2612A- (12A)				
19	HP Laser jet P2015-7553A-53A				
20	HP-410-A Black Toner Cartridge				
21	NPG-67 Black Toner Cartridge				
22	Toner Cartridge 12A/303- Prolite				
23	Toner Cartridge 88A (Prodot)				