

Government of Odisha  
Parliamentary Affairs Department

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No. 5542 /PAD, Dated. 26.09.2024  
File no. : ME/2-49/16 (PT1-PA-OEII-MIN-0003-2014) (29321600032014)

**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 G.S.T registered and located only at Bhubaneswar as per address mentioned on their tender papers.

The intending bidders may download the details of articles from the Department website [www.pa.odisha.gov.in](http://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 bidders should deposit earnest money of Rs.1,000/- (Rupees One thousand) only in shape of A/C Payee Bank Draft / Pay Order payable to the Under Secretary to Government, Parliamentary Affairs Department which will be refunded to the bidders whose tenders are not accepted.

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

The envelopes containing the bid documents shall be addressed to :

**The Under Secretary to Government,  
Parliamentary Affairs Department,  
Lokseva Bhawan-751001, Odisha.**

The tender papers should reach the Parliamentary Affairs Department, Bhubaneswar on or before 21.10.2024 till 12.00 PM. and the same will be opened at 12.30 P.M. on 21.10.2024

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 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 31.10.2025.

*Yair*  
26/9/2024  
Under Secretary to Government  
Parliamentary Affairs Department

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Memo No. /PAD, Dated. 26.09.2024

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.

*H. Jaisankar*  
26/9/2024

Under Secretary to Government

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Memo No. /PAD, Dated. 26.09.2024

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 01.10.2024. A copy of the publication along with Bills in triplicate may please be sent to this Department for needful.

*H. Jaisankar*  
26/9/2024

Under Secretary to Government

**Annexure-I**  
**TERMS & CONDITIONS**

**I. Eligibility Criteria**

1. The intending firms/suppliers should have Govt. registered located only at Bhubaneswar as per address mentioned on their tender papers.
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-2024-25**

<b>Sl No.</b>	<b>List of Articles</b>
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	Bound register-Rolling (different size)
5	Budkin

6	Calculator (check & correct) 10 digit/ 12 digit- Casio
7	Calling Bell(cordless)
8	Cello Tape (plain/ coloured) (size -1/2 ",1", 1 1/2 ",2")
9	Chair cushion
10	Colin Spray
11	Colour flag / Stick on pad (5 colour/ 3 colour)
12	Computer cover for All in one PC & printer cover(cotton/PVC) with different size
13	Correction Fluid Bottle/Fluid Pen
14	Cotton binding (dak/signature pad)/ Plastic coated (dak pad) / Plain (dak/signature pad)
15	Cover File good quality
16	Cups with saucers- Bone China (Gold Line)- per six pairs (superior/standard) (LAOPALA/OASIS/ VIP quality)
17	Dak Bag(good quality)
18	Dining set (Bone China)(OASIS/ LAOPALA/Corelle VIP Quality)
19	Duster cloth- White(good quality)
20	Electric Tea maker/Kettle(Bajaj/Prestige/Borosil)
21	Engagement Pad

22	Engagement Stand (big A4 size)
23	Envelope (Different size) per 100 nos Plain/ White/ Coloured
24	Envelope Cotton coated / laminated per 100 nos
25	Executive folder
26	Eraser
27	Folder covered with sambalpuri cloth
28	Gems clip (Plastic coated) per pkt. (Oxford/ Grapes/ Good quality)
29	Glass cover(good quality/Superior quality)
30	Glass- table top
31	Glass tumbler Superior(Borosil/ Treo/Cello)/ (Year T10c/Year FB) per piece/per set/ Non yera
32	Godrej aer pocket/ odonil
33	Gum (Fevistick) Big
34	Gum bottle 700 ml./small bottle (Camel)
35	Hand wash(Dettol/life bouy/santoor)250ml
36	Harpic flushmatic tablet
37	Harpic/Domex Liquid

38	Highlighter Big(Luxar/ Good quality) per Pkt./ per piece
39	Knife
40	Leaver Arch file
41	Lock (different size) Godrej and Mobaj from 7 lever to smaller size.
42	Mask(N-95/Cotton)
43	Mat-PVC
44	Mortein - Spray./ Hit Spray (Mosquito/ Cockroach)
45	Mosquito killing Bat(Electric(good quality(Nippo/Everady)
46	Mosquito repellent machine/ liquid (Good Knight)
47	Naphthalene
48	Note pad(covered with Sambalpuri cloth)
49	Paper weight (Oval/ Flat) (good quality), Big size.
50	Paper(J.K.Bond)
51	Pen (Add gel achiver /cello fine grip/Cello Velvet-O/ Butterflow/ Trimax /Pilot-V7/Pilot-V5/Rorito maxtron/Parker/ Pentonic/ Hightec point pen (Luxar))
52	Pen (Pen stand pen (Per piece) with Jotter refill )
53	Pen stand with paper roll (Big size, VIP quality, with 4 jotter pen)

54	Pen stand with paper roll (small, good quality with 2 jotter pen)
55	Paper roll for pen stand
56	Pencil (Superior quality/ Camlin exam/Yuova Station/ Apsara) (per packet)
57	Pencil Cutter
58	Permanent Marker Pen
59	Phenyle
60	Plain writing pad (different size)20/40/100 pages
61	Plastic bucket with plastic handle 15 ltrs. capacity / Mug 750 ml. capacity – good quality.
62	Plastic letter Tray-good quality.
63	Plastic Tub (Medium size)- Good quality.
64	Punching machine (single hole) Kangaroo make
65	Rain coat(Duck back/Top in town)
66	Red cloth per mtr. (Good quality)
67	Rolling writing pad (different size) 20/40/100 pages
68	Room Freshener- (200 ml.)-Riya/Ambipure/Godrej aer
69	Router-D-Link DIR-816
70	Sanitizer (100ml/500 ml/ 5 litre) / Savlon Spray

71	Scale (Steel / Plastic) (1 ft/ 2 ft)
72	Scissor (Butterfly) (big) paper cutting.
73	Sealing wax
74	Shorthand Note Book.
75	Sketch Pen per packet-good quality.
76	Soap (Lux) General big.
	Spiral binding Note pad (different size) Good quality 20/40/100 pages.
77	Stamp pad (medium/ big/general)- good quality
78	Spoon(steel) VIP quality
79	Stamp Pad Ink
80	Stapler machine (big (HP-45) / medium /small (No.10) per piece) (Kangaroo)
81	Stapler Pin Remover
82	Stappler Pin big (size-24/6) & small (size-no.10) per packet.
83	Sticky note pad
84	Tag good quality (Cotton) (Normal/ 8 inch)
85	Tea Tray-good quality (big / small)
86	Teapot(Bone China)/ Bowl /Dining plate(Superior quality)

	(big/medium)(OASIS/LAOPALA/) per set
87	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)
88	Thermo Flask (Steel-Milton) (Superior quality) (1 ltr. / 500 ml)
89	Thread (Cotton/ Jute)
90	Tiffin Plate (Bone China)(OASIS/ LAOPALA/Corelle VIP Quality) (per piece/ per set)
91	Tissue Paper (Toilet paper Roll/ Hand tissue paper / Face tissue paper/wet tissue paper)
92	Torch Light(3 shell) Jeep /eveready/ Electric Charging
93	Transparent folder/ Plastic (L) Folder(VIP/general quality)
94	Umbrella(Sun brand (Normal Size/Tennis Umbrella))
95	Vim Liquid
96	Wall clock (Ajanta/Samay) Big / small
97	Waste Paper Basket / Dustbin pedestral
98	Water bottle (Steel) Milton / Plastic
99	White Writing Board(different size)
100	White Board Marker
101	Xerox Paper(J.K. Red)-75 GSM- A4 size

102	Bed sheet/Pillow cover/Pillow(Bombay dyeing/ Superior quality) per piece.
103	National Flag (3' X4 1/2')/Car Flag (both side print)/Flag rope (cotton)30ft bundle.
104	Turkish Towel .(30" X60") (White/Coloured)/Khadi Towel per piece
105	Turkish Towel- superior quality (Raymond/Bombay dyeing) (White/Coloured)- 30"X60"/ 40"X60"/ 36"X72"/ Small(Napkin)

