

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No. HE-OEIII-MISC-0009-2019 10510 /HE, Dt. 24/02/2026

QUOTATION CALL NOTICE

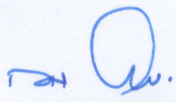
Sealed Quotations are invited from intending Authorised suppliers/Registered Firms having an annual Turnover of Rs. 10 Lakh and their own registered Office/Shop/ establishment at Bhubaneswar with valid PAN & GST Number, with up-to-date GST clearance certificate and Income Tax Clearance certificate for supplying various office stationery and other contingent items as and when required towards day-to-day use in the Higher Education Department. The bidder will submit the rate as per the format with a detailed list of the items (**Annexure-A**), which is available at this Department's official website (**dhe.odisha.gov.in**) and State Government portal (**odisha.gov.in**)

The intending firms shall have to submit an amount of Rs. 20,000/- in the shape of a Demand Draft in favour of Dy. Secretary to the Govt., Higher Education Department, as EMD along with the quotation. The sealed Quotations superscribed in capital letter "QUOTATION FOR OFFICE STATIONERIES" on the top of the envelope, which should reach before Deputy Secretary to Government, Higher Education Department, Government of Odisha, Bhubaneswar latest by **10.03.2026 through registered post only**. Quotations received after the scheduled date and time will not be entertained. Quotations will be opened on the same day i.e., **10.03.2026 at 04:00 P.M.** in the **Conference Hall, Higher Education Department** in the presence of the bidders or their authorised representatives.

The authority reserves the right to reject any or all quotations without assigning any reason thereof.

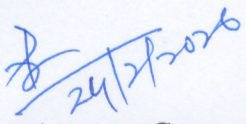
Documents to be submitted by the bidders:

1. EMD of Rs. 20,000/- in the shape of a Demand Draft in favour of Dy. Secretary to Govt, Higher Education Department.
2. Copy of up-to-date Income Tax Clearance Certificate.
3. Copy of PAN allotted to the Firm/Proprietor.
4. Copy of valid GSTIN
5. Copy of document indicating average Annual Turnover of Rs. 10 Lacs for the last three years up to 2025-26.
6. Up-to-date GST clearance certificate.


Additional Secretary to Government

Memo No. 10511 /HE, dated the 24/02/2026

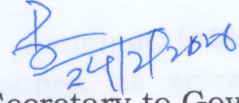
Copy forwarded to the Head of the portal Group, IT Centre for information & necessary action. They are requested to publish this notice in the State Government website (odisha.gov.in).


Deputy Secretary to Government

(P.T.O.)

Memo No. 10512/HE, dated the 24/02/2026

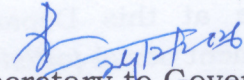
Copy forwarded to the Deputy Secretary (Advertisement), Information & Public Relation Department for information and necessary action. They are requested to publish this notice in two leading Odia daily News Papers on or before 25.02.2026.



Deputy Secretary to Government

Memo No. 10513/HE, dated the 24/02/2026

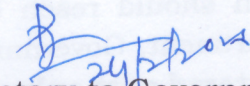
Copy forwarded to the Additional DCP, Lok Seva Bhawan Security, Lok Seva Bhawan for information and necessary action.



Deputy Secretary to Government.

Memo No. 10514/HE, dated the 24/02/2026

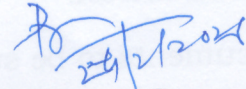
Copy forwarded to All Departments with a request to display this Notice on their Notice Board for publicity.



Deputy Secretary to Government

Memo No. 10515/HE, dated 24/02/2026

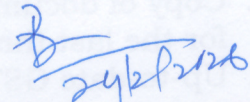
Copy forwarded to IT & ET Section, Higher Education Department with a request to publish this notice in the website of Higher Education Department on or before 25.02.2026.



Deputy Secretary to Government

Memo No. 10516/HE, dated 24/02/2026

Copy forwarded to Chief Receptionist, Secretariat, with a request to allow the intending tenderers to enter Lokseva Bhawan premises for the above purpose.



Deputy Secretary to Government

**FORMAT FOR SUBMISSION OF RATE TOWARDS SUPPLY OF OFFICE
STATIONARIES TO HIGHER EDUCATION DEPARTMENT**

Sl. No	Name of the item	Specificati on	Unit	Rate / Unit	GST Rate
1	Alpins		Per pkt		
2	Button folder (A4 size,)	Kolor Nine	Per each		
3	Calculator (Small, 12 digit)	Casio	Per each		
4	Canon cartridge Black NPG - 59		Per each		
5	Canon cartridge Black NPG - 73		Per each		
6	Canon cartridge Black NPG - 85		Per each		
7	Cello Tape size 1 "	Miracle	Per Bundle		
8	Cello Tape size 2 "	Miracle	Per Bundle		
9	Cotton thread (Medium)		Per Bundle		
10	Coloured Flag (3 colour) 1", 1/2"	Oddy	Per Pkt (24pc)		
11	Coloured Flag (4 colour) 1", 1/2"	Oddy	Per Pkt (24pc)		
12	Correction pen	Kores	Per Pkt (12pc)		
13	Cover File (Good quality)	Rajadhani	Per each		
14	Dak Bag (Special quality)		Per each		
15	Dak Pad (Executive)		Per each		
16	Dak Pad (Full Cloth)		Per each		
17	Dak Pad		Per each		
18	Duster Cloth		Per bundle		
19	Envelope (10 " X 12 ")		Per Pkt		
20	Envelope (10 " X 4 ")	Good quality	Per Pkt		

21	Envelope (16 " X 12 ") Clotn Coat		Per Pkt		
22	Eraser (Pencil)	Apasara	Per Pkt		
23	Glue stick (25 gm)	Fevistik	Per Pkt		
24	Folder (L Type) A 4 size		Per Pkt (12PC)		
25	Gum Bottle (Big 700)	Camlin	Per each		
26	Gum Bottle (Small 300 ml)	Camlin	Per each		
27	Highlighter Pen - multi colour	Faber Castel	Per Pkt		
28	Pen (Blue)	Hi - techpoi nt V 5 Pilot	Per Pkt		
29	Pen (Blue)	Hi - techpoi nt V 7 Pilot	Per Pkt		
30	Stamp Pad Ink (100 ml)		Each		
31	Jute Thread (Sutuli)		Per Kg		
32	Gem clip (Plastic coated)	Bell	Per Pkt		
33	Letter pad (medium, good quality)		Per each		
34	Letter tray (medium, good quality)		Per each		
35	Leather Folder (Special quality)		Per each		
36	Marker Pen (Permanent)	Faber castell/Cam lin	Per Pkt		
37	Note pad (Spiral Spl Quality)	Luxor 92 pages	Per Pkt		
38	Note pad (Spiral Spl Quality)	Luxor 120 pages	Per Pkt		
39	Notice Board (4 * 2 feet)		Per each		
40	Packing paper (Brown colour)		Per Pkt		
41	Paper weight		Per Each		
42	Pen (Black Ink)	Hauser	Per Pkt		
43	Pen (Blue Ink)	Hauser	Per Pkt		
44	Pen (Red Ink)	Hauser	Per Pkt		

45	Pen (Red Ink)	Reynolds trimax refillable	Per Pkt		
46	Pen Stand (2 pen holder)	kebica No . 202	Per each		
47	Pen Stand (4 pen holder)	kebica No . 1493	Per each		
48	Pen Stand (Round)		Per each		
49	Pencil	Apsara	Per Pkt		
50	Pencil (Green colour)	Apsara	Per Pkt		
51	Pencil Sharpener	Apsara	Per Pkt		
52	Plane Register (40 No .)	Rajdhani	Per each		
53	Programme stand / Display stand (A 4 Size - good Quality)		Per each		
54	Punching Machine (Medium)- FP - 20	Kangaroo	Per Each		
55	Register Binding (Medium)	Rajdhani	Per Each		
56	Rolling Register (10 No .)	Rajdhani	Per Each		
57	Rolling Register (20 No .)	Rajdhani	Per Each		
58	Rolling Register (30 No .)	Rajdhani	Per Each		
59	Rolling Register (40 No .)	Rajdhani	Per Each		
60	Scale 30 cm (Steel)	Ajanta	Per Each		
61	Scissors (Medium)	Munix	Per Each		
62	Signature Pad (Special quality)		Per Each		
63	Sketch pen (Different colour)		Per Pkt		
64	Stamp Pad (Big)	Faber Castel	Per Each		
65	Stamp Pad (Medium)	Faber Castel	Per Each		
66	Stamp pad (Small)	Faber Castel	Per Each		
67	Stamp pad Ink (Blue)	Kores	Per Each		
68	Stapler (Big HP - 45)	Kangaroo	Per Each		

69	Stapler (Medium HD - 45 D)	Kangaroo	Per Each		
70	Stapler (Small HD - 10 D)	Kangaroo	Per Each		
71	Stapler Pin (Big)	Kangaroo	Per Pkt		
72	Stapler Pin (Medium)	Kangaroo	Per Pkt		
73	Stapler Pin (Small)	Kangaroo	Per Pkt		
74	Steno Book (Good quality)		Per each		
75	Tag white (Good quality)		Per bundle		
76	Xerox paper (A 4 size, 75 GSM)	JK Copier	Per Pkt (10Pc)		
77	AC Remote - Midea / Carrier		Per each		
78	Automatic Air Freshener machine	Godrej aer	Per each		
79	Automatic Air Freshener refill	Godrej aer	Per each		
80	Bathroom Cleaning Brush (Medium)		Per each		
81	Battery (Eveready) (AA)	Eveready	Per each		
82	Battery (Eveready) (AAA)	Eveready	Per each		
83	Bowl & Plate ½ plate	Laopala	Per each		
84	Bowl & Plate ½ plate	OASIS	Per each		
85	Bucket (Plastic) (Size 12 ")	Ankur	Per each		
86	Budkin plastic handle (Good quality)		Per each		
87	Calling Bell (Plain & With Remote)	Cona	Per each		
88	Candle (Medium)		Per Pkt		
89	Chair Kushan	Kurl on	Per each		
90	Collin Spray (500 ml)		Per each		
91	Cup / Saucer, Bone China - good quality	LAO PALA	Per each		
92	Cup / Saucer, Bone China - good quality	OASIS	Per each		
93	Handwash (200 ml .)	Dettol	Per each		
94	Dettol liquid 250 ml	Dettol	Per each		
95	Dinner Plate set Bona China (OASIS)		Per each		

96	Door Mat - Good quality		Per each		
97	Dustbin (Plastic, Big)	Ankur	Per each		
98	Electric diffuser for room freshener		Per each		
99	Electric diffuser refill		Per each		
100	Emergency light (Rechargeable)		Per each		
101	Extension Cord (10 mtr .)	Cona	Per each		
102	Extension Cord (5 mtr .)	Cona	Per each		
103	Face Mask (3 Ply Ear loop medical .		Per 100pc		
104	Tumbler Cover		Per Pkt 6 Pc		
105	Tumbler pad (6 mm) sq / ft .		Per Pkt 6 Pc		
106	Glass Tumbler (Special quality)	Era	Per Pkt 6 Pc		
107	Good Knight (Liquid) with machine	Good Knight	Per each		
108	Good Knight refill (Liquid)	Good Knight	Per each		
109	Harpic (500 ml)		Per each		
110	Jug Plastic	Ankur	Per each		
111	Jute Folder (Sambalpuri Design - Special Quality)		Per each		
112	Knife Small, paper cutting	Flair	Per each		
113	Floor cleaner (500 ml)	Lizol	Per each		
114	Lock (7 levers)	Mobaj	Per each		
115	Lock (6 levers)	Mobaj	Per each		
116	Lock (5 levers)	Mobaj	Per each		
117	Mosquito Bat (medium, good quality)		Per each		
118	Mug (Plastic) (Medium)	Ankur	Per each		
119	Napthalene Ball (Medium)		Per each		
120	Nimyle 1 L		Per each		

121	Odonil (75 gm)		Per each		
122	Prestige Induction Cooker		Per each		
123	Red Cotton cloth		Per mtr		
124	Red Hit (400 ml)		Per each		
125	Room Freshener (200 ml .) (Sandal / Rajanigandha / Lemon / sonn et / jasmine / Lilly)	Godrej Aer	Per each		
126	Room Freshener	Ambipur	Per each		
127	Rubber Mat (good quality)		Per each		
128	Phenyl 1 L	Sanitol	Per each		
129	Small (Bathroom) Towels (size 16 " × 24 ")	Bombay Dying/ Tulip	Per each		
130	Small (Bathroom) Towels (size 16 " × 24 ")	Raymond/ Rosalia	Per each		
131	Soap - Medium	Dettol	Per each		
132	Soap Case (Good quality)		Per each		
133	Steel Spoon (Plain / chowmin) - small (Special quality)		Per each		
134	Tea maker (Electric) 1 ltr .	Milton	Per each		
135	Tea Suspense 1 . 5 ltr .	Prestige	Per each		
136	Tea tray (Big)		Per each		
137	Tea tray (Medium)		Per each		
138	Tea tray (Small)		Per each		
139	telephone set (1 + 1)	Betel 77 M	Per each		
140	Telephone set (Single)	Betel 77 M	Per each		
141	Thermoflask (1 / 2 L) (steel)	Milton	Per each		
142	Thermoflask (1 L) (plastic)	Milton	Per each		
143	Thermoflask (1 L) (steel)	Milton	Per each		
144	Tissue Paper (good quality)		Per Pkt		
145	Car Towels	Bombay Dying	Per each		

146	Towels (size 36 " × 72 ")	Raymond	Per each		
147	Towels (size 36 " × 72 ")	Bombay Dying	Per each		
148	Umbrella Big	Sun	Per each		
149	Dish bar 100 gm	Vim	Per each		
150	Dish liquid 750 ml	Vim	Per each		
151	Wall Clock (32 Cm X 32 Cm X 3 . 5 Cm)	Ajanta	Per each		
152	Water Bottle plastic 1 ltr .	Milton	Per each		
153	Water Bottle Steel 1 ltr . (good quality)	Milton	Per each		