

Government of Odisha  
G.A. & P.G. (Rent) Department  
Bhubaneswar

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No. 3059 /Rent,  
Cash 06/(Pt)2019

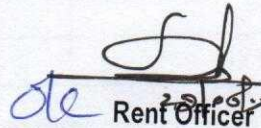
Date. 29/5/19/

QUOTATION CALL NOTICE

Sealed quotations are invited from different local registered Firms/Order Suppliers having valid PAN and up to date deposit of GST Clearance Certificate for supply of **Office Stationary Items** as per the enclosed list of materials with quality, specification and rate per unit mentioned therein, for office use in G.A. & P.G. (Rent) Department. The intending firms / Order Suppliers are required to furnish their quotations to the Rent officer, G.A. & P.G. (Rent) Department, HOD Building, Bhubaneswar-751001 through registered / speed post so as to reach undersigned **Sealed quotation by 12.06.2019 at 3.00 pm and the same shall be opened on same date 12.06.2019 at 4.00 P.M. in the presence of quotationers.**

The firms whose offer would be accepted are required to supply the materials within seven days from placing of the order failing which the order stands cancelled.

By orders of Director of Estates

  
Rent Officer

G.A. & P.G. (Rent) Department

Memo No. 3060 /Rent,

Date. 29/5/19

Copy forwarded to Officer-in-Charge, IT Centre, Odisha Secretariat, Bhubaneswar, with a request to hoist this notice in the website under G.A. & P.G. (Rent) Department. Home Page as a new subject.

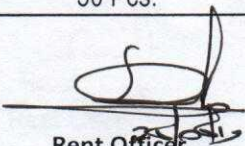
  
Rent Officer

G.A. & P.G. (Rent) Department

Cash  
T. No. 43

## List of the Office Stationeries Items for the year 2019 -20

SI No	Name of the Items	Description	Total Quantity Required
1	Printing Paper	12x10 x 2 parts (70 GSM)	15000 Pcs (30 Pkts)
2	Printing Paper	12x10 x1 part (70 GSM)	4000 Pcs (4 Pkts)
3	Printing Paper	15 x12 x 2 parts (70 GSM)	2500 Pcs (10 Pkts)
4	Printing Paper	15x12 x1 part (70 GSM)	25000 Pcs (50 Pkts)
5	Printing Paper	A/4 JK Copier Red (75 GSM)	120 Pkts
6	Binding Brown Board	2-ton	25 Pcs.
7	Binding Cloth	(Red Cotton)	25Mts.
8	Basket (WP)		15 Pcs
9	Pin Cushion	(Omega)	15 Pcs
10	Paper Weight	(Glass)	50 Pcs
11	Stamp Pad	Big Size	6 nos.
12	Dot Pen	Red-Blue (20+20)	(20+20)no,s
13	Pen Stand	Double Holder	13 nos
14	Pen Stand Fen	Red-Blue	36 no,s
15	Dot Pen	Blue	40 no,s
16	Stamp Pad	Small Size	20 Nos
17	Stamp Pad Ink	10 ml.	15 Nos
18	Gum Liquid	300 ml.	8 Botal
19	Jut Thread		15 Bundle
20	Cotton Thread	For Register Binding	25 Bundle
21	File Tray	siz 16x12	20 Pcs
22	Sceissor	7" General Purpose (Oddy)	10 nos
23	Sceissor	12" Big Size(Steel)	1 no
24	Stapler	G-10	15 nos
25	File Tag	8"	25 Pkts.(Big)
26	White Paper	17 x 27	12 Ream
27	Long Register	No. 30	3 nos
28	Long Register	No. 10	15 nos
29	Punching Machine	(Single)	12 nos.
30	Paper Pin		50 Pcs
31	Table Cloth	(Cotton)	10 nos
32	Khadi Duster	(30x60)	50 Nos
33	A/4 Note Pad	Spiral	12 Nos.
34	Highlighter Pen	Flat	20 nos.
35	Correction Fluid	Botal	30 Nos.
36	Pencil Battery	Everady	50 Pcs
37	AC Remod Battery	Everady	50 Pcs.

  
 Rent Officer  
 G.A. & P.G.(Rent)Department