

Government of Odisha
General Administration (Rent) Department
Bhubaneswar

No. 1922 /Rent,
Cash - 06/2017(Pt)

Date. 12/4/17

NOTICE

Sealed quotations are invited from different firms or Order Suppliers for supply of office stationeries items as per the enclosed list of materials with quality and specification mentioned therein, for office use in G.A(Rent) Department. The intending firms / Order Suppliers are required to transmit their quotations to the Rent Officer, G.A(Rent) Department, Heads of Department Building, Bhubaneswar through registered / speed post so as to reach undersigned by 4.00 P.M. of 26.04.2017. The envelope containing the quotation must be superscribed "**Sealed quotation (To be opened on 26.04.2017)**" which would be opened at 5.00 P.M. on 26.04.2017.

The firms whose offer would be accepted are required to supply the materials within 07 days from placing of the order failing which the order stands cancelled.

By orders of Director of Estates



Rent Officer
G.A(Rent) Department

Memo No. /Rent

Date.

Copy forwarded to the Office-In-Charge, NIC, Orissa Secretariat, Bhubaneswar with a request to hoist this notice in the website under G.A (Rent) Department with link in the G.A. Home page as a new subject.

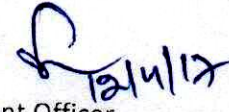
Rent Officer
G.A(Rent) Department

List of the Office Stationeries Items for the year 2017 - 18

SI No	Name of the Items	Description	Total Quantity Required
1	Printing Paper	12x10 x 2 parts (70 GSM)	30000 Pcs (60 Pkts)
2	Printing Paper	12x10 x1 part (70 GSM)	4000 Pcs (8 Pkts)
3	Printing Paper	15 x12 x 2 parts (70 GSM)	10000 Pcs (20 Pkts)
4	Printing Paper	15x12 x1 part (70 GSM)	40000 Pcs (80 Pkts)
5	Printing Paper	A/4 JK Copier Red (75 GSM)	200 Pkts
6	Binding Brown Board	2-ton	50 Pcs.
7	Binding Cloth	(Red Cotton)	50Mts.
8	Basket (WP)		30 Pcs
9	Pin Cusion	(Omega)	30 Pcs
10	Paper Weight	(Glass)	100 Pcs
11	Stamp Pad	Big Size	6 nos.
12	Stamp Pad	Small Size	30 Nos
13	Stamp Pad Ink	10 ml.	30 Nos
14	Dot Pen	Red / Blue (20 + 20)	20+20 nos
15	Pen Stand	Doble Holder	13nos
16	Pen Stand Pen	Red / Blue	36nos
17	Dot Pen	Red / Blue (50 + 50)	50+50 nos.
18	Gum Liquid	300 ml.	16 Botal
19	Jut Thread		50 Bundle
20	Cotton Thread	For Khata Binding	50 Bundle
21	File Tray	siz 16x12	40 Pcs
22	Sceissor	7" General Purpose (Oddy)	20 nos
23	Sceissor	10" Big Size	2 nos
24	Stapler	G-10	25 nos

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25	File Tag	8"	50 Pkts.
26	White Paper	17 x 27	24 Ream
27	Long Register	No. 30	6 nos
28	Long Register	No. 10	25 nos
29	Punching Machine	(Single)	17 nos.
30	Paper Pin		100 Pcs
31	Table Cloth	(Cotton)	20 nos
32	Khadi Duster	(30x60)	110 Nos
33	A/4 Note Pad	Spiral	24 Nos.
34	Highlighter Pen	Flat	30 nos.
35	Correction Fluid	Botal	60 Nos.



Rent Officer
G.A.(Rent)Department