

**Government of Odisha**  
**General Administration & Public Grievance Department**

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No. GAD-OE2-CONT-0003-2022- 13051 / Gen., Dated. 08.05.2023

**QUOTATION CALL NOTICE**

Sealed quotations in letter pad are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid GSTIN under OGST Act 2017 and PAN for supply of **Stationary articles** for official use of G.A. & P.G. Department. The quotations should reach the undersigned by **29.05.2023, 2.00 P.M.** at the latest and the quotations shall be opened on the same day at 4.00 P.M. in presence of quotationers or their authorized representatives. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected.

The quotationer must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as 'Technical Bid' and 'Financial Bid' respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed "**Quotations for Stationary articles**".

**Technical Bid** should contain following documents:

1. Registration Certificate of the firm / supplier
2. GST Registration Certificate
3. Copy of PAN
4. Copy of Up to date GST Return(GSTR 3B)
5. IT Return (2022-23 AY)
6. Address and contact details of firm / supplier. (Local address of business place at Bhubaneswar with contact details). The firm / supplier must have designated place of business and submit full local address and contact details.
7. Those bidders / firms who had participated in the last financial year and selected but failed to supply the approved articles / items in time they are not eligible to participate in this bid.

**Financial Bid** should contain the price of each article in the prescribed format per unit /packet of supply. **All prices should be inclusive of taxes.**

**FORMAT FOR OFFER (FINANCIAL BID)**

**Name of the Firm:**  
**(With full particulars)**

Sl. No.	Item	Make / Model	Specification if any	Unit pack	Unit price (inclusive of all taxes) (In. Rs.)	Remarks


The Technical Bid will be opened **29.05.2023 at 4.00 PM.** On qualifying in the Technical Bids, the Financial Bid will be opened on the same day at **5.00 PM.** Those who do not qualify in the technical bid their financial bid will not be opened. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

  
8.5.2023

Under Secretary to Government

Memo No. 13052 /Gen., Dated. 08.05.2023

Copy forwarded to Under Secretary to Government (AR Cell), G.A. & P.G. Department to display the notice on G.A. & P.G. Department official website for information.

  
8.5.2023

Under Secretary to Government

Memo No. 13053 /Gen., Dated. 08.05.2023


Copy along with **Annexure – 'A'** forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.

  
8.5.2023

Under Secretary to Government

Memo No. 13054 /Gen., Dated. 08.05.2023


Copy along with **Annexure – 'A'** to Notice Board of General Administration & Public Grievance Department / Five (5) spare copies with **Annexure – 'A'** to O.E. – II Section for reference of Guard file.

  
8.5.2023

Under Secretary to Government

Memo No. 13055 /Gen., Dated. 08.05.2023

Copy forwarded to Chief Receptionist, Lokaseva Bhawan / Addl. DCP, Lokaseva Bhawan Security for information.

  
8.5.2023

Under Secretary to Government



**ANNEXURE –‘A’**

**LIST OF ARTICLES**

1	Agarbati (Bharat Darshan)
2	Battery ( Eveready) (A)
3	Battery (Eveready) (AA)
4	Battery (Eveready) (AAA)
5	Bucket Plastic Ankur (18)
6	Calculator (12 Digit) (Casio)
7	Calling Bell (Remote) (Cona)
8	Calling Bell ( Plain) (Cona)
9	Car Air Freshener Gel
10	Cello Tape (1") (Miracle)
11	Cello Tape (2") (Miracle)
12	Chair Cushion (Kurl-on)
13	Clip Board File (Solo)
14	Coloured Flag Slip (Oddy)
15	Correction Fluid / pen (Kores)
16	Cup and Saucer , Bone China (OASIS) – Good Quality
17	Dak Pad (Ordinary)
18	Dak Pad (Superior)
19	Desk Calendar Stand (Omega)
20	Dettol Hand wash (250 ml)
21	Dinner Plate Set Bone China (OASIS)
22	Dot Pen (Both Side) (Link, Steel body)
23	Dustbin, Plastic(Big)
24	Duster Cloth(1 mtr.)
25	Envelope (11" * 5") (Good quality)
26	Envelope (6" * 4") (Good quality)
27	Envelope (9" * 4") (Good quality)
28	Eraser (plain) (Non-dust)
29	Face Mask (3 Ply Ear loop medical mask)
30	Face Mask (N-95)
31	F.S.(Full Scape) paper(JK Copier) with Red cover (good quality)
32	File Board
33	Glass Cover(Diamond)
34	Glass Pad (6mm) Sq/ft.

35	Glass Tumbler (Superior) (Era)
36	Guard File(Plastic)
37	Gum Bottle (750 ml.) (Kores)
38	Gum Bottle (100 ml.) (Kores)
39	Hand Sanitizer (100 ml)
40	Hand Sanitizer (Steritouch) (500 ml)
41	Hand Sanitizer Gel (Dettol) (500 ml)
42	Highlighter Pen (Fabercastella)
43	James Clip (Plastic coated) (Bell)
44	Jute Thread (Per Kg.)
45	Knives, Paper cutting (Flair)
46	Lock (Godrej – 7 levers)
47	Lock (Godrej – 6 levers)
48	Marker Pen Permanent ( Fabercastella)
49	Measuring Tape (big)
50	Movement Register
51	Mug Plastic medium (Cello)
52	Note Book , Spiral Super quality(Page - 100)
53	Odonil
54	Paper Weight, Big size Make – Crocodile(Egg type)
55	Pen Gel (V7 / Trimax)
56	Pen Ball Point (Cello, Topball)
57	Pen for pen stand
58	Pen (Use & throw)
59	Pen Stand with pen, paper roll (4 Pen Holder) (Make – Kebica No. 1493)
60	Pen Stand with pen ( 2 Pen Holder) (Make – Kebica No. 202)
61	Pencil (Natraj )
62	Pencil (DOMS)
63	Pencil Sharpener (Natraj)
64	Phodani
65	Plastic Folder L Type
66	Plastic Folder with pocket (No.503)
67	Punching Machine (Single) (Kangaro)
68	Red Cloth (with sample)/mtr.
69	Rolling Register (No. 36) (Sweta / Bharat)
70	Rolling Register (No. 20) (Sweta / Bharat)

71	Rolling Register (No. 16) (Sweta / Bharat)
72	Room Freshener (200 ml.) (Riya) (Sandal / Rajanigandha/Lemon/sonnet/jasmine/ Lilly)
73	Room Freshener (Rian )
74	Room Freshener (Citrus Lemon)
75	Scale (Plastic) (Executive)
76	Scissors Make – Crystal, Medium
77	Sealing Wax (per box)
78	Short hand Note Book (Ashwani)
79	Sketch Pen
80	Soap (small size) Dettol
81	Spoon(Good quality)
82	Stamp Pad (Medium) Faber Castella (110 mm. X 69mm)
83	Stamp Pad Ink (Kores)
84	Stapler Big (Kangaroo HP-45)
85	Stapler Small (Kangaroo HD – 10D)
86	Stapler Pin (Big) (Kangaroo)
87	Stapler Pin (Small) (Kangaroo)
88	Tag (White) (per 500 Nos.)(Good quality)
89	Tea Tray (Plastic, Cello)(Medium)
90	Tea Maker (Size-1 ltr.) Milton
91	Thermo flask (Size - 1lt r.) Milton(imagination) / Eagle
92	Tracing paper
93	Umbrella ( Big, K.C. Paul)
94	Urgent Sticky Pad
95	Wall Clock
96	Waste Paper Basket (Big)
97	Water Bottle (1 ltr) (Plastic)
98	Water Bottle (1 ltr) (Steel)
99	Water Bottle (1 ltr) (Steel) (Milton)
100	Xerox Paper, JK Copier (A3) good quality with red cover
101	Xerox Paper, JK Copier (A4) good quality with red cover
102	Xerox Paper, JK Copier (A3) good quality with green cover
103	Xerox Paper, JK Copier (A4) good quality with green cover
104	Xerox Paper, JK Copier (Full Scape) good quality with red cover