

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

QUOTATION CALL NOTICE

No. RDM-OEB-MEET-0001-2015 **35133** /R&DM dated **23 NOV 2021**

Sealed tenders in plain paper/letter pad accompanied with **E.M.D. of Rs.5000/-** (Rupees five thousand) only in shape of Bank Draft in favour of the DDO-Cum- Under Secretary to Government, Revenue & D.M. Department, Government of Odisha, Bhubaneswar at any Nationalized Bank are invited by the undersigned from the intending firms /Registered Firms/ Authorized Distributors/ Dealers having valid GST Registration Number/Clearance Certificate/Income Tax Clearance Certificate and PAN Card for supply of stationery articles for Official use in Revenue & D.M. Department.

The list of Stationery items can be obtained from OE-B Section, Revenue & D.M. Department on any working day between 2.00 PM to 4.00 PM. The approved price will be valid for one year from the date of approval communicated to the Firm concerned.

The Stationery Articles should be supplied by the Firm to the OE-B Branch of this Department at the Secretariat premises.

The Quotation should reach the undersigned **on or before 11.12.2021 by 3.00 P.M.**

The Quotations will be opened on the same day at 4.00 PM in presence of Chairman & Members of the Purchase Committee in presence of the quotationers or their authorized representatives.

The Quotationers shall have to quote the price of the Stationery Items as per the format given below both in soft and hard copy.

Sl. No.	Name of the Article	Make/ Brand	Specification (if any)	Unit Price (In Rs.)	GST	Total Price	Remarks
1	2	3		4			5

The Quotations received in incomplete shape or after the scheduled date and time shall be summarily rejected.

The undersigned reserves the right to reject any or all Quotations without



(P.T.O)

assigning any reasons thereof.


23/11/2021
Under Secretary to Government

Memo No. 35134 /R&D.M. Date 23 NOV 2021

Copy along with copy of Annexure forwarded to all Departments of Government with a request to display the above Quotation Call Notice in their Notice Board for wide publication.


23/11/2021
Under Secretary to Government

Memo No. 35135 /R&D.M. Date 23 NOV 2021

Copy along with copy of Annexure forwarded to the Head, State Portal Group, NIC, Secretariat Building, Bhubaneswar/E-Governance Branch, Revenue & D.M. Department with a request to take necessary steps to display the same in the Government of Odisha Website for wide publicity.


23/11/2021
Under Secretary to Government

Memo No. 35136 /R&D.M. Date 23 NOV 2021

Copy along with copy of Annexure forwarded to the Department Notice Board for information of all concerned.


23/11/2021
Under Secretary to Government

Memo No. 35137 /R&D.M. Date 23 NOV 2021

Copy forwarded the Chief Receptionist, Odisha Secretariat for information and necessary action.

They are requested to issue necessary entry pass for entering into the Lokseva Bhawan to the intending bidders in order to submit their quotations in Revenue & D.M. Department.


23/11/2021
Under Secretary to Government

List of Office Stationery Articles

Sl. No.	Name of the Stationery Articles	Make / Brand	Unit
1	2	3	4
1	Baygon Spray Machine	Baygon	Per piece
2	Baygon Spray	Baygon	Per bottle
3	Binding Register (No. 4,6,8,10,12,20,25,30)	Bharat	Per No.
4	Calculator (12 Digit)	Cello/Deli/Casio	Per piece
5	Calling bell Switch	Cona	Per piece
6	Calling Bell	Cona	Do
7	Cartridge Paper	Reputed Brand	Per packet
8	Car Perfume(Refill/combo pack)	Ambipure	Per piece
9	Cash Reqr.(No.30)	Bharat	Per piece
10	CD Marker Pens of different colours	Faber Castle/Camel	Do
11	Cello Tape (Big2") of different Colours	Miracle	Do
12	Cello Tape (Medium 1") Transparent	Miracle	Do
13	CFL Light (28 Watt, 18 Watt, 12 Watt,8Watt)	phylips/reputed brand	Do
14	Chair Cushion	Aerocrom	Do
15	Cotton Fita(saya dora)	reputed	Per Kg.
16	Colin Spray	Colin	Per piece
17	Coloured Flag Slip of different colour	Corporate	Do
18	Cup Set(Bone china)	Oasis	Per Set
19	Cup with saucer (Bone China)	Oasis	Do
20	Dak Pad (Ordinary/Superior)		Do
21	Damphan(medium)	Reputed	Do
22	Door Mat(Plastic)	Durotuff	Per Sq. ft.
23	Duster Cloth	Reputed	Per piece
24	Electric Wire	reputed brand	Per Metre

25	Emergency Light	Bajaj	Do
26	Engagement Pad	Prince/ reputed brand	Do
28	Engagement Stand (A4 size/ Small)	Reputed	Do
29	Envelop(5"x3") Brown & white	Do	Per 100 pc.
30	Envelope (11"x5") Brown & white	Do	Do
31	Envelope (6"x4") Brown & white	Do	Do
32	Envelope (9"x4") Brown & white	Do	Do
33	Envelope Cloth Coated (A4 size)	Do	Do
34	Fan Capacitor	Universal	Per piece
35	Feviquick	Fevicol	Do
36	Gamaxine	Reputed	Per Kg.
37	Gem's Clip (Plastic Coated)	Art King	Per packet
38	Glass Tumbler	Year T10C	Per piece
39	Gum Bottle (Small, Big)	Kores	Do
40	Hand wash	Dettol /Lifebouy	Do
41	Hammer	reputed brand	Do
42	Highlighter Pen	Reputed	Do
43	Holder Pen (Blue & Red)	Linc/ Lazor	Do
44	Jotter Refill (Blue & Red)	Linc/ Lazor	Per piece
45	Lock (No.31)	Mobaj/Navtal	Do
46	Lock (No.41)	Mobaj/Navtal	Do
47	Mosquito Liquid	Goodnight/Allout	Do
48	Mosquito Machine	Goodnight/Allout	Do
49	Napthalin	Reputed	Per Kg.
50	Napkin (Small Towel)	A.Tex	Per piece
51	Niddle(big)		Do
52	Niddle(small)		Do
53	Odonil	Odonil	Do
54	Ordinary Refill (Blue & Red) Big size	Linc/ Lazor	Per packet

55	Paper Weight	Crocodile/reputed brand	Do
56	Pedestal Fan	Bajaj/USHA/ & others	Do
57	Pen Add Gel/Achiever/Trimax		Do
58	Pen (Ordinary)	Reynolds	Do
59	Pen (Superior)	Parker	Do
60	Pen Stand (2 pen holder)	Sharpman/reputed brand	Do
61	Pen Stand (4 pen holder)	Sharpman/reputed brand	Per piece
62	Pencil	Apsara	Per packet
63	Pencil Battery (10 strip Pack)	Eveready	do
64	Phenyl	Destentol/ Sanitol	do
65	Pin Cushion	Omega	Per piece
66	Plastic Bucket (16 liters)	Ankur	do
67	Plastic Folder (Button Type)	Reputed	do
68	Plastic Folder (L. Folder)	Crois	do
69	Plastic Mug	Ankur	do
70	Plastic Scale (12")	Camlin	do
71	Punching Machine (Double Hole)	Kangaroo	do
72	Punching Machine (Single Hole)	Kangaroo	do
73	Refill	Add.Gel/Achiever	do
74	Remote calling bell battery(12v)	reputed	do
75	Remote battery (10 strip Pack)	Eveready	do
76	Roneo Paper	Oddy/Reputed Brand	Per packet
77	Room refresher(Refill/Combo pack)	Airwick	do
78	Room Sprayer	Lovin/Oevender	Per Bottle
79	Salu Cloth (with sample-red/white)	Reputed brand	Per meter
80	Scissor(small/big)	do	Per piece
81	Screen Bar with Socket	do	do
82	Screen cloth (With sample)	do	do

83	Sketch Pen	Camlin	do
84	Soap	Dettol/ Lux	do
85	Soap Case (Cello)	Reputed brand	do
86	Stamp Pad (big)	Kores	Per piece
87	Stamp Pad (small)	Kores	Per piece
88	Stapler 10-D(Small)	Kangaroo	do
89	Stapler HP-45(Big)	Kangaroo	Per piece
90	Stapler Pin (10 size)	Kangaroo	do
91	Stapler Pin (24/6 size)	Kangaroo	Per packet
92	Stapler pin 23/17	Kangaroo	Per packet
93	Stapler pin-23/10	Kangaroo	Per Packet
94	Steel Spoon (Medium)	VIP	do
95	Sutuli	Reputed	Per Kg.
96	Table Cloth (With sample)	Reputed	Per metre
97	Table Lamp	BPL/Bajaj/ Philips	Per piece
98	Tea Tray (Big Size)	Asian Family Tray	do
99	Tea Tray (Small Size)	Asian Family Tray	do
100	Telephone (1+1) Tele Twin	Beetle/Secure	Per Set
101	Telephone Set	Beetle/Secure	do
102	Thermo Flash (1/2 Ltrs)	Eagle	Per piece
103	Thermo Flash (2 Ltrs)	Eagle	do
104	Thermo Flask (1 Ltr)	Milton	do
105	Thread Roll (12/20)	Trishul	do
106	Toilet cleaner	Harpic	do
107	Torch Battery	Eveready	do
108	Torch Light	Eveready	do
109	Towel for vehicle(36"x72" size)	A.Tex	do
110	Towel (30"x60" size)	J.J.	do
111	Transparent Sheet (100 sheet)	Oddy	do

112	Tube light (28 Watt)	Philips	do
113	Tube light stand	Phylips	do
114	Umbrella	KC Paul	do
115	Wall Clock	Ajanta	do
116	Wash Powder	Surf	Per. Kg.
117	Waste Paper Basket		Per Piece
118	White correction fluid/pen	Kores	Each Bottle/pen
119	Writing Pad(Ordinary-15 pages)	Magic	Per piece
120	Writing Pad(Spiral Binding)	Times	do
121	Table glass pad(4mm,8mm,12mm)		Per Sq.ft.
122	Rain Coat	Duck Back	Per piece
123	Telephone wire(1pair,4pair,10pair)	Phynolex/reputed brand	Per Metre
124	Extension cord	Cona/reputed brand	Per piece
125	Xerox Paper A4 80 GSM	JK Copier	Per pkt.
126	Xerox Paper A3 80 GSM	JK Copier	Do
127	Xerox Paper Full Scape 80 Gsm	JK Copier	Do
128	Pay Bill Paper 80 GSM(15x12x2)	Oddy	Per 1000
129	Schedule Paper 80 GSM(10x12x1)	do	do
130	Schedule Paper 80 GSM(10x12x2)	do	do
131	Mag Rack	Omega	do
132	Tag		1000
133	Alpin Box	Reputed	Per Box
134	Erazer		Per piece
135	Pencil Cutter		Per piece
136	Candle		Per Pkt.
137	Binding Cloth		Per Metre

138	Marble Paper		Per Sheet
139	Piest board 2.5'x2'x3mm		Per Sheet
140	Service Book		Each
141	knife		Each