

**GOVERNMENT OF ODISHA
HOME (ELECTIONS) DEPARTMENT**

QUOTATION CALL NOTICE

Dated Bhubaneswar the ^{8th} June, 2018

No. IV (E) 15/2018- ⁴³³³ /Elec. Sealed Quotation in plain paper / letter pad are invited from intending Firms / Authorized Dealers / Suppliers located in Bhubaneswar for supply of Office Stationeries to the Office of CEO, Odisha, Home (Elections) Department. The details of the items with specification is at **Annexure-I**.

Terms and Conditions of the Quotation Call Notice


- 1) The Quotationers should have valid GST No (self attested copy of the GST registration certificate is to be submitted).
- 2) The Quotationers must submit copy showing up to date deposit of GST.
- 3) The Quotationers should have valid PAN (Copy to be submitted).
- 4) The Quotationers shall have to furnish their offer (rate) of the items per unit as detailed in the format (**at Annexure- II**). The total offer price per unit shall be inclusive of GST, transportation and delivery charges. The price quoted shall be valid for the period of one year from the date of issue of contract or till finalisation of process of next Quotation whichever is later.
- 5) The Quotationer shall deposit non-interest bearing earnest money of Rs. 2,000/- (Rupees two thousand) only in shape of Account Payee Bank Draft/ Pay order payable to the DDO, Home (Elections) Department which will be refunded to the unsuccessful quotationers / whose quotations are not accepted. The EMD of the successful quotationer will be refunded after completion of the validity period.
- 6) The Quotationer shall have to submit the list of experience certificates towards supply of Office Stationeries to different Departments of Government preferably Departments in Odisha State Secretariat during the last three years (Only copy of work orders should be submitted).
- 7) The Quotations should reach the undersigned by **25.06.2018 at 2.00 P.M.** and the same shall be opened on **same date at 3.00 P.M** in the presence of Quotationers or their authorized representatives, if they so desire.
- 8) The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The authorities of Home (Elections) Department reserve the right to reject all or any quotationer without assigning any reason thereof.
- 9) The authorities are not bound to accept the lowest financial bid and reserve the right to negotiate the rates and other terms and conditions with the lowest quotationer.
- 10) On delivery, the products supplied shall be inspected to ascertain the quantity/specification/quality for which the order was placed. If, it turns out to be otherwise, the acceptance of delivery shall be refused and ask for explanation for supplying so.
- 11) Failure to supply the order in full within the stipulated period may lead to forfeiture of E.M.D and action as deemed proper may be taken against the quotationer.


Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Memo No. 4334 /Elec. Dated : 8th June, 2018

Copy along with enclosures are forwarded to Under Secretary to Government, IT Department / Head State Portal Group, NIC, Odisha Secretariat, Bhubaneswar for information and necessary action.

They are requested to float the quotation call notice in State Portal (www.odisha.gov.in) as well as website of Home (Elections) Department (www.ceoorissa.nic.in) for wide publicity.


Asst. Chief Electoral Officer-cum-
Under Secretary to Government


Memo No. 4335 /Elec. Dated : 8th June, 2018

Copy along with enclosure forwarded to all Departments of Government for information and necessary action. They are requested to display the Quotation Call Notice in their Notice Board for wide publicity.


Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Memo No. 4336 /Elec. Dated : 8th June, 2018

Copy along with enclosure forwarded to Notice Board of Home (Elections) Department for information and necessary action.


Asst. Chief Electoral Officer-cum-
Under Secretary to Government

Annexure-I

SI No.	Name of the Items	Specification/ Make
1	Stapler (Big)	Kangaro (HD10D)
2	Stapler (Small)	Kangaro (45HP)
3	Stapler pin Big	Kangaro
4	Stapler pin Small	Kangaro
5	Gum Bottle 700 ml	Camlin
6	Gum Tube	Camlin
7	Pencil	Apsara
8	Pencil Cutter	Natraj
9	Steno Pencil	Apsara
10	Steno Note Book	Class Mate
11	Eraser	Natraj
12	Tag (Pkt)	Kangaro
13	Alpin (Box)	Kores
14	Cello Tape 1/2"	Cello
15	Cello Tape 1"	Cello
16	Cello Tape 2"	Cello
17	James Clip (steel colour) box	Kangaro
18	Binder Clip (Big) box	Kangaro
19	Binder Clip (Medium) box	Kangaro
20	Binder Clip (Small)	Kangaro
21	Fevi Stick 8 gm	Fevi Stick
22	Fevi Stick 15gm	Fevi Stick
23	Fevi gum 15 gm	Fevi Stick
24	Marker pen	Luxor
25	Correction Pen	Luxor
26	Sketch Pen Packtet (12 Pc)	Luxor
27	Highlighter Pen	Luxor
28	Pen (use & throw)	Cello
29	Pen (Good quality)	Cello
30	Pen Stand	Kebica
30	Pen for penstand (Black)	Linc
31	Pen for penstand (Blue)	Linc
32	Pen for penstand (Red)	Linc
33	Page Marker /Removable self adhesive sticker	Claro
34	Room Freshner (Lavender)	Lavender
35	Note Pad (Executive)	Class Mate
36	Pencil Battery	Eveready
38	Remote Battery	Eveready
39	Dettol hand wash	Dettol
40	Stamp Pad	Camel
41	Calculator	Casio
42	Punching Machine	Kangaro
43	Scissor	Gorilla
44	Cutter Knife	Gorilla
45	Steel Ruler (Scale)	Kangaro
46	Xerox Paper	J.K Copier (A4 75 GSM)
47	Guard File	Kolorline
48	Lever Arch File	Kolorline
49	Signature Pad	Camel
50	Register (No-8)	Rajdhani
51	Register (No-12)	Rajdhani
52	Register (No-16)	Rajdhani
53	Register (No-20)	Rajdhani
54	Dustbin (Plastic)	Ankur
55	Tea Tray	Ankur
56	Cup & Plate (Bone China)	OASIS
57	Glass Tumbler	OASIS
58	Thermo flask (steel)	Milton

Sl No.	Name of the Items	Specification/ Make
59	Capacitor for Fan	Crompton Dreaves
60	CFL Light 18 watt.	Crompton Dreaves
61	Extension Cord (Cona-5 mtrs)	Cona
62	Extension Cord (Cona 10 mtrs)	Cona
63	Tube light (40 watt and 20 watt)	Cona
64	Electric Kettle	Orpat
65	Tube Light fittings (Philips)	Crompton Greaves
66	Towel for Vehicle	J.J
67	Towel for Chair	J.J
68	Hand Towel	J.J
69	L-Folder	SAYA
70	Envelope Folder	KOLOR Nine, KN212F
71	Water Bottle	Milton

