

GOVERNMENT OF ODISHA
HOME (ELECTIONS) DEPARTMENT

QUOTATION CALL NOTICE

Dated Bhubaneswar the 9th November, 2023

EC-OE-PUR-0003-2023- 11370 /Elec. Sealed Quotation in plain paper / letter pad are invited from intending Firms / Authorized Dealers / Suppliers for supply of Office Stationeries and Computer Consumables to the Office of CEO, Odisha, Home (Elections) Department. The details of the items with specification is at **Annexure-A** and **Annexure-B**.

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 should have valid PAN (Copy to be submitted).
- 3) The Quotationers shall have to furnish their offer (rate) of the items per unit as detailed in the format (**at Annexure- C**). 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.
- 4) 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).
- 5) The Quotations should reach the undersigned by **01.12.2023 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) In case of failure to supply the order in full within the stipulated period, action as deemed proper may be taken against the quotationer.


Deputy CEO-cum-Deputy Secy. to Govt.



o/c

Memo No. 11371 /Elec.

Dated : 9th November, 2023

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) for wide publicity.

[Signature]
9/11/2023
Deputy CEO-cum-Deputy Secy. to Govt.

Memo No. 11372 /Elec.

Dated : 9th November, 2023

Copy along with enclosure forwarded to Sri Ramakrushna Tunga, Asst. Software Engineer for information and necessary action.

He is requested to float the quotation call notice in website of Home (Elections) Department (www.ceoorissa.nic.in) for wide publicity.

[Signature]
9/11/2023
Deputy CEO-cum-Deputy Secy. to Govt.

Memo No. 11373 /Elec.

Dated : 9th November, 2023

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

[Signature]
9/11/2023
Deputy CEO-cum-Deputy Secy. to Govt.

[Signature]

List of Office Stationeries				
SL. NO	NAME OF THE STATIONERY ARTICLES	UNIT (Quantity/Size)	BRAND	SPECIFICATION
1	2	3	4	5
1	ALLOUT LIQUID	Per Piece	Good Knight	Good Knight
2	ALLOUT MACHINE	Per Piece	Good Knight	Good Knight
3	ALPIN	Per Pkt.	Good Quality	100 Pcs.
4	BATTERY	Per Piece	Eveready	AA
5	BATTERY	Per Piece	Eveready	AAA
6	BUCKET	Per Piece	CELLO	12"
7	BOTTLE	Per Piece	MILTON (Prism)	1 ltr
8	CUP & PLATE	Per Set	Bone China	OASIS (Plain)
9	CUP & PLATE	Per Set	Bone China	OASIS (White Goldline)
10	COLLIN SPRAY	Per Piece	Collin	300 ml.
11	Calling Bell	Per Piece	CONA	ELECTRICAL
12	Calling Bell	Per Piece	CONA	REMOTE
13	Cello tape (white & brown)	Per Piece	½"	½" (White & Brown)
14	Cello tape (white & brown)	Per Piece	1"	1" (White & Brown)
15	Cello tape (white & brown)	Per Piece	2"	2" (White & Brown)
16	Correcting White Fluid Pen	Per Piece	Kores	WHITE
17	CALCULATOR	Per Piece	CASIO	CASIO
18	Colour Flag	Per Pkt.	Oddy - ½"	½"
19	Colour Flag	Per Pkt.	Oddy - 1"	1"
20	Colour Flag	Per Pkt.	Oddy - 2"	2"
21	Clip Board File (PP)	Per Piece	Cello	Cello
22	Duster Cloth	Per Piece	Good Quality	Good Quality
23	DAK PAD	Per Piece	Superior Quality	Superior Times
24	Dinner Set	Per Set	Bone China (Milton)	19 Piece (Bone China)
25	Door Mat	Per Sq. ft.	Good Quality	PLASTIC
26	Door Mat	Per Sq. ft.	Good Quality	COIR
27	Door Mat	Per Sq. ft.	K.K.	Rubber
28	DUSTBIN	Per Piece	Cello	Good Quality
29	Dettol Liquid	Per Bottle	Dettol	100 ml
30	Engagement Stand	Per Piece	Omega	Good Quality
31	Eraser	Per Pkt. (20)	Apsara	Non-dust
32	Envelop (12" X 10")	Per Hundred	Good Quality	Lamination & Cloth
33	Envelop (11" X 5")	Per Hundred	Good Quality	Lamination & White
34	Envelop (9" X 4")	Per Hundred	Good Quality	White
35	Envelop (6" X 4")	Per Hundred	Good Quality	White
36	Emergency Light	Per Piece	Phillips	Good Quality
37	Fevi Stick	Per Piece	Fevi Stick	Glue Stick 15 gm
38	Fevi Gum	Per Piece	Fevi Gum Lime	100 gm
39	Fevi Quick	Per Piece	Fevi Kwik	Fevi Kwik
40	Glass	Per Piece	Era Normal	Superior
41	Glass cover	Per Piece	Era Superior	Superior
42	Gum Bottle	Per Piece	Kores	SMALL (300 gm)

SL. NO	NAME OF THE STATIONERY ARTICLES	UNIT (Quantity/Size)	BRAND	SPECIFICATION
43	Gum Bottle	Per Piece	Kores	BIG (700gm)
44	Harpic	Per Piece	Harpic	Big
45	Highlighter Pen	Per Piece	Cello	Good Quality
46	Hand Wash	Per Piece	Dettol	Good Quality
47	Jute Thread	Per Kg.	Good Quality	Good Quality
48	Jems Clip	Per Pkt.	Oddy	Plastic coated 100 pcs.
49	Knife	Per Piece	Good Quality	Good Quality
50	Lock (7 lever)	Per Piece	Goodrej	7 LEVER
51	Lock (6 lever)	Per Piece	Goodrej	6 LEVER
52	Lock (41 size)	Per Piece	Mobaj	41 SIZE
53	Lijol	Per Piece	Lijol	500 ml
54	Mug (Plastic)	Per Piece	Ankur	Plastic (1 ltr)
55	Marker CD (Pointed)	Per Piece	Kores/ Art line	Pointed
56	Marker Permanent (Normal)	Per Piece	Kores/ Art line	Normal
57	Napkin	Per Piece	Raja	Good Quality
58	Note Book (Normal)	Per Piece	Good Quality	Normal
59	Note Book (Spiral)	Per Piece	Luxure	Spiral (1/6)
60	Note Book (Executive)	Per Piece	High Quality	Normal
61	Naphthalene	Per Pkt.	Good Quality	Good Quality
62	Odonil	Per Piece	Odonil	Good Quality
63	Pen Stand (4 holder)	Per Piece	Shraman	4 Holder
64	Pen Stand (2 holder)	Per Piece	Shraman	2 Holder
65	Paper Weight	Per Piece	Good Quality	Round
66	Plastic Folder	Per Piece	Guru	Normal
67	Plastic Folder	Per Piece	Guru	Superior
68	Pencil	Per Pkt.	Natraj	Natraj
69	Pencil	Per Pkt.	Apsara	Apsara
70	Pencil Cutter	Per Pkt.	Natraj/ Opsara	20 nos.
71	Paper Clip	Per Piece	oddy	oddy
72	Punching Machine (single)	Per Piece	Kangaroo	Single
73	Punching Machine (double)	Per Piece	Kangaroo	Double
74	Packing Cloth	Per Mtr.	Good Quality	Good Quality
75	Phuljhadu	Per Piece	Good Quality	Good Quality
76	Plastic Scale	Per Piece	Executive	Good Quality
77	Pen (Use & Throw)	Per Pkt.	Good Quality	USE & THROW
78	Pen (superior)	Per Piece	Cello	SUPERIOR
79	Pen (normal)	Per Piece	Cello	NORMAL
80	Perfume (Vehicle)	Per Piece	Glade	Good Quality
81	Paper Cutter	Per Piece	Good Quality	Good Quality
82	Phenyl	Per Piece	Doctor's	500 ml.
83	Rolling register (36)	Per Piece	Rajadhani/ Ashrivac	Good Quality
84	Rolling register (30)	Per Piece	Rajadhani/ Ashrivac	Good Quality
85	Rolling register (20)	Per Piece	Rajadhani/ Ashrivac	Good Quality
86	Rolling register (16)	Per Piece	Rajadhani/ Ashrivac	Good Quality
87	Rolling register (10)	Per Piece	Rajadhani/ Ashrivac	Good Quality

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SL. NO	NAME OF THE STATIONERY ARTICLES	UNIT (Quantity/Size)	BRAND	SPECIFICATION
88	Rolling register (6)	Per Piece	Rajadhani/ Ashrivad	Good Quality
89	Room freshener	Per Piece	Sandal/ Lemon	Good Quality
90	Round Pen Stand	Per Piece	Omega	Omega
91	Stamp Pad (big)	Per Piece	Kores	BIG
92	Stamp Pad (small)	Per Piece	Kores	SMALL
93	Scissor (small)	Per Piece	Good Quality	SMALL
94	Stappler (Big)	Per Piece	Kangaroo	23 S 17
95	Stappler (Big - 45)	Per Piece	Kangaroo	BIG-45
96	Stappler (Small-10)	Per Piece	Kangaroo	SMALL-10
97	Stappler Pin (Big)	Per Piece	Kangaroo	23 S 17
98	Stappler Pin (Big-45)	Per Piece	Kangaroo	BIG-45
99	Stappler Pin (Small-10)	Per Piece	Kangaroo	SMALL-10
100	Stick (Plastic)	Per Pkt.	Good Quality	Good Quality
101	Salu Cloth	Per Mtr.	Good Quality	Good Quality
102	Spoon (Steel)	Per Piece	Good Quality	Good Quality
103	Sketch Pen	Per Pkt.	Luxur	Luxur
104	Stick Folder	Per Piece	Good Quality	Good Quality
105	Steno Pad	Per Piece	Good Quality	
106	Thermaflash (2 Lt.)	Per Piece	Milton	Milton
107	Thermaflash (1 Lt.)	Per Piece	Milton	Milton
108	Thermaflash (1/2 Lt.)	Per Piece	Milton	Milton
109	Tea Tray (Big)	Per Piece	Cello	Cello
110	Tea Tray (Small)	Per Piece	Cello	Cello
111	Tea Cattle (1/2 ltr.)	Per Piece	Bajaj	Bajaj
112	Tea Cattle (1 ltr.)	Per Piece	Bajaj	Bajaj
113	Telephone (Cordless Phone)	Per Piece	Beetel	Good Quality
114	Telephone receiver (Plain)	Per Piece	Beetel	Good Quality
115	Telephone receiver (1 + 1)	Per Piece	Beetel	Good Quality
116	Tag	Per Bundle	Good Quality	Good Quality
117	Tissue Paper (Dry)	Per Pkt.	Good Quality	Good Quality
118	Tissue Paper (wet)	Per Pkt.	Good Quality	Good Quality
119	Umbrella	Per Piece	KC Paul	KC Paul
120	Wall Clock	Per Piece	Ajanta	Ajanta
121	Xerox Paper (A/3) (JK)	Per Pkt.	JK (75 GSM)	JK (75 GSM)
122	Xerox Paper (A/4) (JK)	Per Pkt.	JK (75 GSM)	JK (75 GSM)
123	Yellow Sticker	Per Pkt.	Oddy	Oddy

see

List of Computer Consumables

Sl. No.	Name of the Articles	Brand	Model
1	2	3	4
1	ANTI VIRUS (Total Security)	QUICK HEAL	10-USER
2	ANTI VIRUS (Total Security)	QUICK HEAL	5-USER
3	ANTI VIRUS (Total Security)	QUICK HEAL	3-USER
4	ANTI VIRUS (Total Security)	QUICK HEAL	1-USER
5	ANTI VIRUS (Total Security)	Kaspersky	5-USER
6	ANTI VIRUS (Total Security)	Kaspersky	3-USER
7	ANTI VIRUS (Total Security)	Kaspersky	1-USER
8	CD-R (50 PACK)	FRONTECH	700 MB
9	HARD DISK	SEAGATE	1TB (EXTERNAL)
10	HARD DISK	TOSHIBA	1TB (EXTERNAL)
11	COMPUTER EXTENSION CORD	FRONTECH	4 point
12	DRUM UNIT FOR L5600DN	BROTHER	DR-3455
13	DVD DRIVE RE-WRITABLE	SAMSUNG	INTERNAL (DESKTOP)
14	DVD DRIVE RE-WRITABLE	SAMSUNG	EXTERNAL
15	DVD-R (50 PACK)	FRONTECH	4.7 GB
16	DVD Drive	Good Quality	
17	KEYBOARD	LOGITECH	K120 USB
18	KEYBOARD (Wireless)	HP	
19	NETWORK CARD (Wi-fi)	D-LINK	300 mps
20	MOUSE	LOGITECH	M100R
21	MOUSE (Wireless)	HP	
22	MOUSE PAD	LOGITECH	1-P
23	PENDRIVE	HP	16GB
24	PENDRIVE	HP	32GB
25	PENDRIVE	HP	64GB
26	PENDRIVE	SANDISK	16GB
27	PENDRIVE	SANDISK	32GB
28	PENDRIVE	SANDISK	64GB
29	RAM	UMAX	4GB DDR-3 (DESK)
30	TONER CARTRIDGE	HP	LASERJET-88A
31	TONER CARTRIDGE	HP	LASERJET-78A
32	TONER CARTRIDGE	HP	LASERJET-30A
33	TONER CARTRIDGEEE	BROTHER L5600DN	Cartridge-3448
34	TONER CARTRIDGEEE	HP Office Jet Pro 8720	955 XL (Black)
35	TONER CARTRIDGEEE	HP Office Jet Pro 8720	955 XL (Cyan)
36	TONER CARTRIDGEEE	HP Office Jet Pro 8720	955 XL (Magenta)

Sl. No.	Name of the Articles	Brand	Model
37	TONER CARTRIDGE	HP Office Jet Pro 8720	955 XL (Yellow)
38	TONER CARTRIDGE	Brother MFC-T910DW	BT5000 (Black)
39	TONER CARTRIDGE	Brother MFC-T910DW	BT5000 (M)
40	TONER CARTRIDGE	Brother MFC-T910DW	BT5000 (C)
41	TONER CARTRIDGE	Brother MFC-T910DW	BT5000 (Y)
42	Xerox Machine Toner Cartridge	CANON (Advance 6555i)	NPG-54
43	UPS Battery	Exide	7 Ampire -12 Volt
44	UPS	Zebronics	600VA/ 360Watt
45	UPS	I Ball	600VA/ 360Watt
46	Internet Network Lan Port Switch	De-link	08 Port
47	Internet Network Lan Port Switch	De-link	12 Port
48	Internet Network Lan Port Switch	De-link	24 Port

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FORMAT FOR OFFER

Sl No.	Items	Make/Model	Specification	Unit (No/Pkt)	Unit price	GST (in%)	Total price	Remarks
1	2	3	4	5	6	7	8	9

6/20