

Government of Odisha  
G.A. & P.G. (Rent) Department  
Bhubaneswar

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No. 2396 /Rent,  
Cash 06/(Pt)2018


Date. 11/5/18

**QUOTATION CALL NOTICE**

Sealed quotations are invited from different registered Firms/Order Suppliers having valid PAN and GST Clearance Certificate for supply of **Office Stationary items** as per the enclosed list of materials with quality and specification mentioned therein, for office use in G.A. & P.G. (Rent) Department. The intending firms / Order Suppliers are required to furnish their quotations to the Rent officer, G.A. (Rent) Department, HOD Building, Bhubaneswar through registered / speed post so as to reach undersigned **Sealed quotation (To be opened on 18.05.2018) which would be opened at 5.00 P.M. on 18.05.2018**

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


By orders of Director of Estates

  
Rent Officer  
G.A & P.G. (Rent) Department

Memo No. 2397 /Rent,

Date. 11/5/18

Copy forwarded to Officer-in-Charge, IT Centre, Odisha Secretariat, Bhubaneswar, with a request to hoist this notice in the website under G.A. & P.G. (Rent) Department. Home Page as a new subject.

  
Rent Officer  
G.A & P.G. (Rent) Department

Cash  
T.N. 29

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### List of the Office Stationeries Items for 6 months for the year 2018 -19

SI No	Name of the Items	Description	Total Quantity Required
1	Printing Paper	12x10 x 2 parts (70 GSM)	15000 Pcs (30 Pkts)
2	Printing Paper	12x10 x1 part (70 GSM)	4000 Pcs (4 Pkts)
3	Printing Paper	15 x12 x 2 parts (70 GSM)	2500 Pcs (10 Pkts)
4	Printing Paper	15x12 x1 part (70 GSM)	25000 Pcs (50 Pkts)
5	Printing Paper	A/4 JK Copier Red (75 GSM)	120 Pkts
6	Binding Brown Board	2-ton	25 Pcs.
7	Binding Cloth	(Red Cotton)	25Mts.
8	Basket (WP)		15 Pcs
9	Pin Cusion	(Omega)	15 Pcs
10	Paper Weight	(Glass)	50 Pcs
11	Stamp Pad	Big Size	6 nos.
12	Stamp Pad	Small Size	30 Nos
13	Stamp Pad Ink	10 ml.	15 Nos
14	Gum Liquid	300 ml.	8 Botal
15	Jut Thread		25 Bundle
16	Cotton Thread	For Khata Binding	25 Bundle
17	File Tray	siz 16x12	20 Pcs
18	Sceissor	7" General Purpose (Oddy)	10 nos
19	Sceissor	12" Big Size	1 no:
20	Stapler	G-10	15 nos
21	File Tag	8"	25 Pkts.(Big)
22	White Paper	17 x 27	12 Ream
23	Long Register	No. 30	3 nos
24	Long Register	No. 10	15 nos
25	Punching Machine	(Single)	12 nos.
26	Paper Pin		50 Pcs
27	Table Cloth	(Cotton)	10 nos
28	Khadi Duster	(30x60)	50 Nos
29	A/4 Note Pad	Spiral	12 Nos.
30	Highlighter Pen	Flat	20 nos.
31	Correction Fluid	Botal	30 Nos.
32	Pencil Battery	Everady	50 Pcs
33	AC Remod Battery	Everady	50 Pcs.

  
Rent Officer  
G.A. & P.G. (Rent) Department  
Bhubaneswar