

Government of Odisha
General Administration (Rent) Department
Bhubaneswar

No. 3172 /Rent,
Cash - 06/2016(Pt)

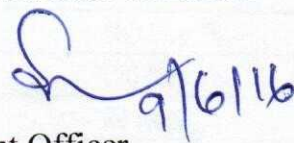
Date 9/6/16

NOTICE

Sealed quotations are invited from different firms or Order Suppliers for supply of office stationeries items as per the enclosed list of materials with quality and specification mentioned therein, for office use in G.A(Rent) Department. The intending firms / Order Suppliers are required to transmit their quotations to the Rent Officer, G.A(Rent) Department, Heads of Department Building, Bhubaneswar through registered / speed post so as to reach undersigned by 4.00 P.M. of 25.06.2016. The envelope containing the quotation must be superscribed "**Sealed quotation (To be opened on 25.06.2016)**" which would be opened at 5.00 P.M. on 25.06.2016.

The firms whose offer would be accepted are required to supply the materials within 7 days from placing of the order failing which the order stands cancelled.

By orders of Director of Estates



Rent Officer
G.A(Rent) Department

Memo No. /Rent

Date.

Copy forwarded to the Office-In-Charge, IT Centre, Orissa Secretariat, Bhubaneswar with a request to hoist this notice in the website under G.A (Rent) with link in the G.A. Home page as a new subject.

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Rent Officer
G.A(Rent) Department

List of the Office Stationeries Items for the year 2016 -17

SI No	Name of the Items	Description	Quantity Required
1	Printing Paper	12x10 x2 parts (70 GSM)	60000 Pcs (120 Pkts)
2	Printing Paper	12x10 x1 part (70 GSM)	4000 Pcs (4 Pkts)
3	Printing Paper	15x12 x2 parts (70 GSM)	10000 Pcs (20 Pkts)
4	Printing Paper	15x12 x1 part (70 GSM)	20000 Pcs (40 Pkts)
5	Printing Paper	A/4 JK Copier (75 GSM)	120 Pkts
6	Binding Cloth	(Cotton)	50Mts.
7	Basket (WP)		25 Pcs
8	Pin Cusion	(Omega)	30 Pcs
9	Paper Weight	(Glass)	100 Pcs
10	Stamp Pad	Small Size	30 Nos
11	Stamp Pad Ink		30 Nos
12	Dot Pen	Red / Blue	20+20 nos
13	Pen Stand	Doble Holder	13nos
14	Pen Stand Pen	Red / Blue (Link)	36nos
15	Dot Pen	Red / Blue	50+50 nos.
16	Jut Thread		30 Bundle
17	Cotton Thread		50 Bundle
18	File Tray		40 Pcs
19	Sceissor	10" Big Size	2 nos
20	Stapler	G-10	25 nos
21	File Tag	8"	20 Bundle
22	White Paper	17x27	24 Ream
23	Binding Long Register	No30	5 nos
24	Binding Long Register	No10	25 nos
25	Punching Machine	(Single)	17 nos.
26	Paper Pin		100 Pcs
27	Khadi Duster		120 Nos
28	A/4 Note Pad	Spiral	24 Nos.
29	Correction Fluid		60 Nos.


 Rent Officer
 G.A.(Rent)Department.