



**OFFICE OF THE ACCOUNTANT GENERAL (GENERAL & SOCIAL SECTOR AUDIT)
ODISHA, BHUBANESWAR.**

No.OM-I(G&SSA)/04/01/2018-19/81

Date: 02 Jul 2019

QUOTATION CALL NOTICE.

Sealed quotations are invited from Registered Firms / Co-operative Stores of Bhubaneswar only for empanelment of rate contract supplier for supplying stationery items for one year along with EMD for Rs 5000/- in shape of Bank Draft in favour of Sr. Audit Officer/Cash, Office of the Accountant General (G&SSA), Odisha, Bhubaneswar. The sealed quotations should reach the Sr. Deputy Accountant General (Admn.) O/o the Accountant General (G&SSA) Odisha, Bhubaneswar duly super scribed “**Quotations for empanelment of rate contract supply for supplying stationery articles**” on or before **2 P.M. of 16 July 2019**, and they should be opened on the same day at **4 P.M.** Quotations received after the scheduled date and time will not be entertained. List of the items and other terms and conditions of the quotation can be obtained from the Office Management-1 Section of Office of the Accountant General (G&SSA), Odisha, Bhubaneswar during office hour from 11 A.M. to 5 P.M. on all working days up 15 July 2019 or may be downloaded from the official website www.agodisha.gov.in.

Sd/-

Sr. Audit Officer/OM-1

TERMS AND CONDITIONS

1. The supply should be made on credit basis within 48 hours from the date of receipt of purchase/supply order and F.O.R. destination. Non-supply within 48 hours would entail penalty of 2% of the cost of articles ordered subject to a maximum of Rs. 500/- adjustable from final bill.
2. The payment will be made subject to the condition that the articles are delivered in full, in good condition and in conformity with the approved sample and specifications.
3. The rate should be quoted for the specific Brand/Make suggested by this office against the items. For items where Make/Brand is not specified, the intending suppliers may see the sample in this office on any working day before quoting the rate.
4. Quotationers should be registered dealer having a Permanent Account Number (PAN) and should furnish copies of the GST and Income Tax clearance certificates from the competent authority along with the quotations.
5. The rate of articles quoted may include all the taxes including GST and transportation costs in the list of items supplied to this office along with quotations notice.
6. The rate so quoted shall remain unchanged for one year from the date of acceptances of the quotation or till next quotation whichever is earlier.
7. The quotations must accompany the samples duly stamped and rate mentioned there in for items for which no Brand/Make mentioned/fixed by this office as per the list of items enclosed.
8. In case the approved firm/Supplier fails to supply at the approved rate during the contract period for any reason, his/their quotations for the next time will not be considered and he will be black listed.
9. The competent authority reserves the right to cancel of any part or whole of the quotations without assigning any reason thereof. In case of any dispute the decision of the Accountant General (G&SSA) is final and binding.
10. Earnest money deposit of Rs. 5,000/-(Rupees Five Thousand) only should be deposited in shape of Bank draft drawn in favour of Sr. Audit Officer (Cash), office of the Accountant General (G&SSA), Odisha, Bhubaneswar along with the quotations, refundable in case of unsuccessful quotationer.
11. This office may inspect the potentiality of the firm, if necessary.
12. Submission of more than one quotation by a particular quotationer under different names is strictly prohibited.
13. Conditional quotations will not be accepted.
14. Rate (including taxes) should be quoted exclusively in the list of items supplied by this office to facilitate comparison of items.

Sd/-

Sr. Audit Officer/OM-1

LIST OF STATIONERY ITEMS

Sl. No.	Name of Items	Qty.	Rate (per unit)	Taxes	Total rate
1	All out Refill	p/pkt			
2	All Pin – Bell 100	p/piece			
3	Allout Machine	p/piece			
4	Attendance Register	p/piece			
5	Audit Pencil (Mudra)	p/pkt			
6	Binder Clips 12 MM Size per Pkt	p/pkt			
7	Binder Clips 25 MM Size per Pkt	p/pkt			
8	Bucket- (Plastic)-20 Ltrs. Cello	p/piece			
9	Calculator CASIO-12 Digit	p/piece			
10	Candle (Good Quality)	p/pkt			
11	Carbon F/S- Kores Blue	p/pkt			
12	Cell big- Eveready D Size	p/piece			
13	Cell Pencil- Eveready pencil Cell	p/piece			
14	Cell Pencil- Eveready pencil Cell(AAA)	p/piece			
15	Colour Flags (3 colours)	p/pkt			
16	Correction Fluid Erazex Kores20 ML/ Pen	p/bottle			
17	Desk Calendar Stand (good quality)	p/piece			
18	Doormat 2' x 3' jute	p/piece			
19	Doormat 3' x 6' jute	p/piece			
20	Doormat 3' x 6' Synthetic	p/piece			
21	Drawing Pin (Plastic coated)	p/box			
22	Duplicating Paper Orient 75 GSM	p/pkt			
23	Dustbin (Big) Good quality	p/piece			
24	Dustbin Plastic Cello plain	p/piece			
25	Duster- Cotton white Size 40" x 40" good quality	p/piece			
26	Duster Soft Yellow 40" x 40" Fine	p/piece			
27	Envelopes 16" x 12" Aero (snow white) with cloth Yellow 120 GSM	p/pkt(250 Nos.)			
28	Envelopes 16" x 6" Aero (snow white) with cloth Yellow 120 GSM	p/pkt(250 Nos.)			
29	Envelopes A-4 Size (Yellow/ White cloth)	p/pkt(250 Nos.)			
30	Envelopes Brown SE-6 100 GSM	p/pkt(250 Nos.)			
31	Envelopes Brown SE-7 100 GSM	p/pkt(250 Nos.)			
32	Envelopes Brown SE-8A Clothed Yellow	p/pkt(250 Nos.)			
33	Eraser Good Quality (Natraj)	p/piece			
34	Executive Bond 100 GSM	p/pkt			
35	Fevi Stick (Kores) 25/g	p/piece			
36	File Board – Thick 500 GSM Fully pasted	p/pkt			
37	File Tray (Good quality) kebica- equivaler	p/piece			
38	Gem Clip (Plastic)	p/pkt			
39	Glass Tumbler	p/piece			
40	Glossy Paper 150 GSM (50 sheets)	p/pkt			
41	Gum Bottle (Medium – 300 ML)	p/piece			

42	Highlighter Pen (Edding)	p/pkt			
43	Jetter Pen	p/piece			
44	Jug for Water- Prakash	p/piece			
45	L Shape Plastic folder (Transparent) F/S	p/piece			
46	Lakh	p/piece			
47	Marker Pen (CD)	p/piece			
48	Marking Cloth (double width 145 cm)	p/mtr			
49	Match box	p/box			
50	Mayor Jug (10 –ltrs)	p/piece			
51	MOU Folder (leather make pocket inside)	p/piece			
52	Mug (1/2 lit)	p/piece			
53	Note Sheet- Good Quality- Green F/S 100 GSM (100 Sheets)	p/pkt			
54	Notice Board (2’/3’)	p/piece			
55	Paper cutter (Good Quality)	p/piece			
56	Paper Weight (glass)- medium	p/piece			
57	Pen Add Gel Achiever Pen	p/piece			
58	Pen Add Gel Achiever Refill	p/piece			
59	Pen holder	p/piece			
60	Pen Jetter Reynolds	p/piece			
61	Pen Pilot V-0.5 Luxor	p/piece			
62	Pen Reynolds and Equivalen	p/piece			
63	Pen stand- with four pens (Big size)	p/piece			
64	Pen Uniball (Blue/Black/Red)	p/piece			
65	Pencil lead Natraj, HB	p/piece			
66	Pencil Sharpener	p/piece			
67	Pencil Shorthand –Apsara	p/piece			
68	Photocopy Paper A-4 75 GSM (Power/ JK & Equivalnet)	p/pkt			
69	Photocopy Paper F/Slegal- 75 GSM (Power make & Equivalnet)	p/pkt			
70	Pin Cushion Standard Size	p/piece			
71	Plastic Engagement Stand (A-4 Size)	p/piece			
72	Plastic Folder (Good Quality)	p/piece			
73	Plastic Folder (with Bottom) solo	p/piece			
74	Poker (steel make)	p/piece			
75	Post it pad yellow (4’/4’)	p/pkt			
76	Punch machine (Double)- Kangaroo	p/piece			
77	Punch machine (Single) metal type	p/piece			
78	Refill Ord.- Jetter (Blue/Black/Red/Green)	p/piece			
79	Refill Ord.-Reynolds (Blue/Black/Red/Green)	p/piece			
80	Register – Good Quality 1 Qr.- O/B	p/piece			
81	Register – Good Quality 2 Qr.- O/B	p/piece			
82	Register – Good Quality 4 Qr.- O/B	p/piece			
83	Register – Good Quality 6 Qr.- O/B	p/piece			
84	Ring binder folder	p/piece			
85	Room Freshner- Premium/ Floral	p/piece			
86	Rubber Band- 2” (good quality) ½ kg	p/pkt			
87	Rubber Band- 4” (good quality) ½ kg	p/pkt			
88	Scale metal 12”	p/piece			
89	Scale Plastic 12”	p/piece			
90	Scissors 60 mm	p/piece			
91	Scissors 70 mm	p/piece			

92	Shorthand Note Book- Bittoo	p/piece			
93	Signature Pad/ Dak Pad (Red/green)	p/piece			
94	Sketch Pen Echo 1 x 12 (colour)	p/pkt			
95	Slip Pad – Faber Castle (Medium)	p/piece			
96	Slip pad (80 pages) for meeting	p/piece			
97	Slip Pad- Spiral (80 pages) for meeting	p/piece			
98	Soap (Life buy) 75 gm	p/piece			
99	Stamp Pad Ink – Camel 50ml	p/piece			
100	Stapler Big- Kangaroo- HD 450	p/piece			
101	Stapler Pin (big) HD 45-pnb	p/piece			
102	Stapler Pin (small) No.10 (1000 staplers)	p/pkt			
103	Stapler Small- Kangaroo –HD 100	p/piece			
104	Surf excel	p/KG			
105	Sutli Jute	p/ball			
106	Sutli Plastic	p/ball			
107	Table Glass 2” x 3’6 mm	p/piece			
108	Tag (thick) good quality (white)	p/bundle			
109	Tag –green Big size	p/bundle			
110	Tape Brown (Big) 2” Length 60 meter	p/piece			
111	Tape Cello (Small) –Wonder- ½ X15 mtr.	p/piece			
112	Thread Ball	p/ball			
113	Tissue Paper (Pascol/premier) 200x200mm	p/box			
114	White Board 2”x 3”	p/piece			
115	White Board Duster	p/piece			
116	White Board Marker Pen	p/piece			

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