



**OFFICE OF THE LOKAYUKTA, ODISHA**

**B-2, Ground Floor, Toshali Bhawan, Satya Nagar, BBSR-751007**

**(Phone No.-0674-2570934, E-mail ID- [lokayukta.odisha@gov.in](mailto:lokayukta.odisha@gov.in) )**

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No 2 /LY

Date 20-04-2022

**QUOTATION CALL NOTICE**

**1. Sealed quotations are invited in the prescribed format from Registered Firms having PAN and valid GST Certificate for "SUPPLY OF A) XEROX PAPER (A4 & A3), B) OFFICE STATIONERY AND C) SANITARY AND OTHER STATIONERY ITEMS" to the Office of Lokayukta, Odisha.**

**2. BID PRICE: -**

- The contract shall be for the full quantity as described.
- All duties, taxes and other levies payable by the supplier under the contract shall be excluded from the quoted price.
- The rates quoted by the bidder shall be fixed for one year and shall not be subject to adjustment on any account.
- The prices shall be quoted in Indian Rupees only.
- Quotation shall be evaluated separately for A) Xerox Paper (A4 & A3), B) Office Stationery and C) Sanitary and other Stationery items. Lowest bid will be determined for each category.

**3. ELIGIBILITY CRITERIA OF THE BIDDER: -**

- The bidder shall furnish the following documents.
  - PAN Number & GST Number (copy to be attached)
  - Price bid in the prescribed format duly signed and sealed in each page
  - EMD of Rs.2000/- in form of DD drawn in favour of Secretary, Lokayukta, Odisha
- Quotations received late and incomplete will not be considered. The bidder should sign and stamp each page of the quotation paper(s).

**4. AWARD OF PURCHASE ORDER: -**

- The purchase orders will be placed to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- The bids are liable to be rejected if any of the above conditions are not complied with proper required documents.
- Notwithstanding the above, this Office reserves the right to accept or reject any quotations and to cancel the bidding process and reject all tenders at any time prior to award purchase order.
- Any legal disputes arising out of this are subject to jurisdiction of Bhubaneswar only.



5. Interested bidders may submit their quotations in the prescribed format to The Secretary, Office of Lokayukta, B-2, Ground Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar, 751007 latest by 9.5.2022. The same shall be opened on 10.05.2022 at 3.00 PM in the Office of Lokayukta, Odisha, Bhubaneswar.

#### **FORMAT OF BID**

1	Name of the Organization	
2	Full address of the supplier's shop/showroom Telephone: Mobile Number: Fax No.: Email:	
3	PAN card details (copy to be attached)	
4	GST Registration Certificate (copy to be attached)	
5	Supply order from Government agencies if any	
6	Whether all documents submitted signed by the Authorized Signatory of the Organization	

I do hereby certify that the above-mentioned particulars are true and correct.

**Full signature of the bidder:**

**Date:**

**Seal:**

#### **PRICE BID**

Item No.	Items	Make/Brand	Size	Quoted unit price (excluding tax)
01	02	03	04	05

**\*Separate bid for A) Xerox Paper (A4 & A3), B) Office Stationery and C) Sanitary and other Stationery items shall be quoted.**

NOTE: - The Order may increase or decrease during placing of the purchase order.

We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Signature of the bidder:

Name of the firm/agency:

Address:

Date and seal:

## XEROX PAPER

Sl. No.	Name of the stationery articles	Make/Brand
1	Xerox paper-A4	JK Copier-Red -75 GSM
2	Xerox paper-A3	

## OFFICE STATIONERY ITEMS

Sl. No.	Name of the stationery articles	Make/Brand
1	Binding Register (No.4,6,8,10,12,20)	Rajdhani
2	Binding clip	Diamond
3	Calculator (12 digit)	Cello/Casio
4	Cash register (No.30)	
5	CD Marker pens of different colors	Faber castell/camel
6	Cello tape-big-2"	
7	Cello tape-small-1"	
8	Coloured flag slip	Corporate
9	Dak pad (ordinary/superior)	
10	Damphan/Budkin	G.V.S
11	Duster cloth	
12	Electric wire	Havells
13	Emergency light	Bajaj/Eveready
14	Engagement pad	Prince
15	Engagement stand (A4 size)	
16	Envelope (5"x3") brown & white	
17	Envelope (11"x5") brown & white	
18	Envelope (6"x4") brown & white	
19	Envelope (9"x4") brown & white	
20	Envelope (A4 size)	
21	Feviquick	
22	Gems clip	
23	Glass tumbler	
24	Gum bottle-small	Kores
25	Gum bottle-big	Kores
26	Hammer	
27	Highlighter pen	Faber castell
28	Lock No.31	Mobaj/Navtal
29	Lock No.41	Mobaj/Navtal
30	Naphthalene	Bengal Chemical & Pharmacy
31	Towel (Small)	
32	Towel (Big)	
33	Paper weight	
34	Pen-V7-Red/Blue/Black/Green	
35	Pen-Pilot Hi-Tech Point- Blue/Black	
36	Pen-Rorito Maxtron (Red/Blue/Black/Green)	
37	Pen-Reynolds Trimax (Red/Blue/Black/Green)	
38	Pen-use and throw	Elkos
39	Pen stand-2 pen holder	Kebica
40	Pen stand-4 pen holder	Kebica



Sl. No.	Name of the stationery articles	Make/Brand
41	Pencil	Apsara
42	Pencil	Nataraj
43	Pencil battery (AA)	Eveready
44	Pencil Battery (AAA)	Eveready
45	Pin cushion	Omega
46	Plastic folder (button type)	
47	Plastic folder (L-type)	
48	Punching machine (double hole)	Kangaroo
49	Punching machine (single hole)	Kangaroo
50	Salu cloth (Red/White)	
51	Scale-12"	
52	Scale-24"	
53	Scissor (small)	
54	Scissor (big)	
55	Shree karpura	
56	Sketch pen	
57	Stamp pad (big)	Kores
58	Stamp pad (small)	Kores
59	Stapler-small	
60	Stapler-big	
61	Stapler pin-10 size	
62	Stapler pin-24/6	
63	Stapler pin-23/13	
64	Stapler pin-23/17	
65	Stapler pin-23/20	
66	Steel spoon-medium	
67	Sutuli-white	
68	Tissue paper	
69	Urgent pad	
70	Waste paper basket	
71	White correction fluid	Faber castell/kores/Luxor
72	Writing pad	
73	Writing pad-spiral binding	
74	Table glass pad (4mm/8mm/12mm)	
75	Tag	
76	Alpin box	
77	Eraser	Apsara/Nataraj
78	Pencil cutter	Apsara/Nataraj

## SANITARY AND OTHER STATIONERY ITEMS

Sl. No.	Name of the stationery articles	Make/Brand
	Extension cord	Cona
	Mag rack	Omega
	Candle	
	Binding cloth	
	Piest board-2.5'x2'x3mm	
	Calling bell-wireless	Cona
	Colin spray	
	Cup set (bone china)	
	Cup with saucer	
	Door mat	
	Hand wash	Dettol/lifebuoy
	Mosquito machine	Good knight
	Mosquito refill	Good knight
	Odonil	
	Phenyl	
	Room freshener	
	Soap	
	Soap case	
	Table lamp	Bajaj/Phillips
	Tea tray-big	
	Tea tray-small	
	Thermo flask-1/2 litre	Milton/Borosil
	Thermo flask-1 litre	Milton/Borosil
	Thermo flask-2 litre	Milton/Borosil
	Umbrella	K. C. Paul
	Wall clock-small	Ajanta
	Wall clock-medium	Ajanta
	Wall clock-big	Ajanta
	Water bottle-plastic	
	Water bottle-steel	Cello
	Water bottle-glass	Cello
	Washing powder	
	Wiper-big	
	Knife-small	
	Knife-big	
	Floor clean	Lizol
	Bathroom cleaner	Harpic
	Mosquito/cockroach killer	Mortein
	Broom stick	
	Phula jhadu	
	Plastic bucket	
	Mug	

