

**Government of Odisha**  
**Higher Education Department**

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File No. HE-OE III-MISC-0009-2019 54084 /HE Dt. 11.12.2023.

**TENDER CALL NOTICE**

Sealed Tenders/Quotations in plain paper /Letter pad are invited from the intending Authorized suppliers/Registered Firms having their own registered Office/Shop/ establishment at Bhubaneswar and having valid GST Number with up-to-date GST clearance certificate for supply of A4 Size Xerox Papers to Higher Education Department, Lok Seva Bhawan, Bhubaneswar in a staggered manner with the following specification

Sl. No.	Description	Specification	Quantity
1	Xerox Papers	JK Copier A4 Size Red Papers (75 GSM)	1800 packets (1 packet consists of 500 sheets)

The intending firms shall have to furnish their offer price including GST thereon in the following format and the following documents. The tenders should reach the undersigned latest by 3:00 PM on 26.12.2023. Tenders received after the scheduled date and time will not be entertained. Tenders will be opened on the same day at 4.00 P.M. in the presence of the tenderers or their authorized representatives. Tender document can also be downloaded from the official website of Higher Education Department, Odisha (<https://dhe.odisha.gov.in>).

**FORMAT FOR OFFER/ PRICE**

Sl. No.	Description	Specification	Unit Price (including GST)	Remarks
1	2	3	4	5



(PTO)

Documents required


1. Copy of Income Tax Clearance Certificate.
2. Copy of valid Permanent Account Number (PAN) allotted to the Firm/Proprietor.
3. Copy of valid GSTIN.
4. Copy of document indicating average Annual Turnover of Rs.5 Lacs for the last three years upto 2022-23.
5. Up-to-date GST clearance certificate.

The authority reserves the right to reject all or any of the Tender/ Quotation without assigning any reason thereof.

  
11/12/23  
Joint Secretary to Government

Memo No. 54085 /HE, dated 11.12.2023

Copy forwarded to the Joint Director (Advertisement), Information & Public Relation Department for information and necessary action. They are requested to publish this notice in two Odia daily Newspapers and one local English daily Newspaper on or before 12.12.2023.

  
11.12.23  
Officer on Special Duty

Memo No. 54086 /HE, dated 11.12.2023

Copy forwarded to the Additional DCP, Lok Seva Bhawan Security, Lok Seva Bhawan for information and necessary action.

  
11.12.23  
Officer on Special Duty

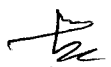
Memo No. 54087 /HE, dated 11.12.2023

Copy forwarded to All Departments with a request to display this Notice on their Notice Board for publicity.

  
11.12.23  
Officer on Special Duty

Memo No. 54088 /HE, dated 11.12.2023

Copy forwarded to IT Section, Higher Education Department with a request to publish this notice in the website of Higher Education Department on or before 12.12.2023.

  
11.12.23  
Officer on Special Duty