

**Government of Odisha**  
**General Administration & Public Grievance Department**

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No. GAD-OE2-CONT-0003-2022- 5363 / Gen., Dated. 18.02.2026

**QUOTATION CALL NOTICE**

Sealed quotations in letter pad are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid GSTIN under OGST Act 2017 and PAN for supply of **Stationary articles** for official use of G.A. & P.G. Department. The quotations should reach the undersigned by **18.03.2026, 2.00 P.M.** at the latest and the quotations shall be opened on the same day at 4.00 P.M. in presence of quotationers or their authorized representatives. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected.

The quotationer must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly super scribed as 'Technical Bid' and 'Financial Bid' respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly super scribed "**Quotations for Stationary articles**". **In case of any deviation, the quotation shall be summarily be rejected without assigning any reason thereof.**

**Technical Bid** should contain following documents:

1. Registration Certificate of the firm / supplier
2. GST Registration Certificate
3. Copy of PAN
4. Copy of Up to date GST Return(GSTR 3B)
5. IT Return (2024-25 AY)
6. Address and contact details of firm / supplier. (Local address of business place at Bhubaneswar with contact details). The firm / supplier must have designated place of business and submit full local address and contact details.
7. Those bidders / firms who had participated in the last financial year and were selected but failed to supply the approved articles / items in time are not eligible to participate in this bid.
8. If the lowest Quotationer is unable / incapable of providing articles / items within 7 days from the date of issue purchase order the 2<sup>nd</sup> lowest quotationer will automatically be eligible to provide the same at the L1 price if he agrees.


**Financial Bid** should contain the price of each article in the prescribed format per unit /packet of supply. **All prices should be inclusive of taxes.**

**FORMAT FOR OFFER (FINANCIAL BID)**

**Name of the Firm:**  
**(With full particulars)**

Sl. No.	Item	Make / Model	Specification if any	Unit pack	Unit price (inclusive of all taxes) (In. Rs.)	Remarks

The Technical Bid will be opened **18.03.2026 at 4.00 PM**. On qualifying in the Technical Bids, the Financial Bid will be opened on **23.03.2026 at 4.00 PM**. Those who do not qualify in the technical bid their financials bid will not be opened. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

  
18.2.2026  
Under Secretary to Government

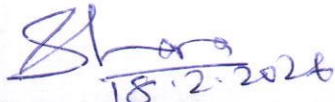
Memo No. 5364 /Gen., Dated. 18.02.2026

Copy forwarded to Under Secretary to Government (AR Cell), G.A. & P.G. Department to display the notice on G.A. & P.G. Department official website for information.

  
18.2.2026  
Under Secretary to Government

Memo No. 5365 /Gen., Dated. 18.02.2026

Copy along with **Annexure – 'A'** forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.

  
18.2.2026  
Under Secretary to Government

Memo No. 5366 /Gen., Dated. 18.02.2026

Copy along with **Annexure – 'A'** to Notice Board of General Administration & Public Grievance Department / Five (5) spare copies with **Annexure – 'A'** to O.E. – II Section for reference of Guard file.

  
18.2.2026  
Under Secretary to Government

Memo No. 5367 /Gen., Dated. 18.02.2026

Copy forwarded to Chief Receptionist, Lokaseva Bhawan / Addl. DCP, Lokaseva Bhawan Security for information.

  
18.2.2026  
Under Secretary to Government

**ANNEXURE –‘A’**  
**LIST OF ARTICLES**

1	Agarbati (Bharat Darshan)
2	Audit Pencil
3	Battery ( Eveready) (A)
4	Battery (Eveready) (AA)
5	Battery (Eveready) (AAA)
6	Binder Clips
7	Bucket Plastic Ankur (18)
8	Calculator (12 Digit) (Casio)
9	Calling Bell (Remote) (Cona)
10	Calling Bell ( Plain) (Cona)
11	Car Air Freshener Gel
12	Cello Tape (1") (Miracle)
13	Cello Tape (2") (Miracle)
14	Chair Cushion (Kurl-on)
15	Clip Board File (Solo)
16	Cleansing Wet Wipes
17	Coloured Flag Slip (Oddy)
18	Correction Fluid / pen (Kores)
19	Cup and Saucer , Bone China (OASIS) – Good Quality
20	Dak Pad (Ordinary)
21	Dak Pad (Superior)
22	Desk Calendar Stand (Omega)
23	Dettol Hand wash (250 ml)
24	Dinner Plate Set Bone China (OASIS)
25	Dot Pen (Both Side) (Link, Steel body)
26	Dustbin, Plastic(Big)
27	Duster Cloth(1 mtr.)
28	Envelope (11" * 5") (Good quality)
29	Envelope (6" * 4") (Good quality)
30	Envelope (9" * 4") (Good quality)
31	Envelope A3 (Good quality)
32	Envelope A4 (Good quality)
33	Envelope (11" * 5") (Good quality) (Cloth Type)
34	Envelope A3 (Good quality) (Cloth Type)
	Envelope A4 (Good quality) (Cloth Type)

35	Eraser (plain) (Non-dust)
36	Executive Bag (Okaya)
37	Extension Board 4 Sockets (Cona)
38	Face Mask (3 Ply Ear loop medical mask)
39	Face Mask (N-95)
40	Fevistick
41	File Board
42	Glass Cover(Diamond)
43	Glass Pad (6mm) Sq/ft.
44	Glass Tumbler (Superior) (Era)
45	Guard File(Plastic)
46	Gum Bottle (750 ml.) (Kores)
47	Gum Bottle (100 ml.) (Kores)
48	Hand Sanitizer (100 ml)
49	Hand Sanitizer (Steritouch) (500 ml)
50	Hand Sanitizer Gel (Dettol) (500 ml)
51	Highlighter Pen (Fabercastella)
52	James Clip (Plastic coated) (Bell)
53	Jute Thread (Per Kg.)
54	Knives, Paper cutting (Flair)
55	Lock (Godrej – 7 levers)
56	Lock (Godrej – 6 levers)
57	Marker Pen Permanent ( Fabercastella)
58	Marker Pen (CD Marker) ( Fabercastella)
59	Measuring Tape (big)
60	Mosquito Repellent (Good Knight)
61	Movement Register
62	Mug Plastic medium (Cello)
63	Note Book , Spiral Super quality(Page - 100)
64	Odonil
65	Paper Weight, Big size Make – Crocodile(Egg type)
66	Paper Tray (Plastic)
67	Pen for pen stand
68	Pen (Use & throw)
69	Pen (Gel)
70	Pen (Parker Vector Gold)

71	Pen Stand with pen, paper roll (4 Pen Holder) (Make – Kebica No. 1493)
72	Pen Stand with pen ( 2 Pen Holder) (Make – Kebica No. 202)
73	Pen Stand (Round Box)
74	Pencil (Natraj )
75	Pencil (DOMS)
76	Pencil Sharpener (Natraj)
77	Phodani
78	Plastic Folder L Type
79	Plastic Folder with pocket (No.503)
80	Punching Machine (Single) (Kangaro)
81	Red Cloth (with sample)/mtr.
82	Rolling Register (No. 36) (Sweta / Bharat)
83	Rolling Register (No. 20) (Sweta / Bharat)
84	Rolling Register (No. 16) (Sweta / Bharat)
85	Room Freshener (200 ml.) (Riya) (Sandal / Rajanigandha/Lemon/sonnet/jasmine/ Lilly)
86	Room Freshener (Rian )
87	Room Freshener (Citrus Lemon)
88	Scale (Plastic) (Executive)
89	Scale (Steel)
90	Scissors Make – Crystal, Medium
91	Sealing Wax (per box)
92	Short hand Note Book (Ashwani)
93	Sketch Pen
94	Soap (small size) Dettol
95	Spoon(Good quality)
96	Stamp Pad (Medium) Faber Castella (110 mm. X 69mm)
97	Stamp Pad Ink (Kores)
98	Stapler Big (Kangaroo HP-45)
99	Stapler Small (Kangaroo HD – 10D)
100	Stapler Pin (Big) (Kangaroo)
101	Stapler Pin (Small) (Kangaroo)
102	Stapler Pin Remover (Kangaroo)
103	Stapler (Kangaro) Heavy Duty HD-1217
104	Table Cloth (per mtr.)
105	Tag (White) (per 500 Nos.)(Good quality)
106	Tea Tray (Plastic, Cello)(Medium)

107	Tea Maker (Size-1 ltr.) Milton
108	Telephone Set (Beetel)
109	Telephone Set (1+1) (Beetel)
110	Thermo flask (Size – ½ lt r.) Milton (imagination) (Plastic)
111	Thermo flask (Size - 1lt r.) Milton (imagination) (Plastic)
112	Thermo flask (Size – ½ lt r.) Milton (imagination) (Steel)
113	Thermo flask (Size - 1lt r.) Milton (imagination) (Steel)
114	Tissue Box
115	Tissue Box (Facial)
116	Tracing paper
117	Trolley Bag (Big)
118	Trolley Bag (Medium)
119	Trolley Bag (Small)
120	Umbrella ( Big, K.C. Paul)
121	Urgent Sticky Pad
122	Wall Clock
123	Waste Paper Basket (Big)
124	Water Bottle (1 ltr) (Plastic)
125	Water Bottle (1 ltr) (Steel)
126	Water Bottle (1 ltr) (Steel) (Milton)
127	Water Bottle (550 ml) (Glass Made) (Borocil)
128	Water Bottle (1 ltr) (Glass Made) (Borocil)
129	Xerox Paper, JK Copier (A4) good quality with red cover
130	Xerox Paper, JK Copier (A4) good quality with green cover
131	Legal Paper, JK Copier (Full Scape) good quality with red cover