

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

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No. GAD-OE2-CONT-0003-2022- 5368 /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 **Computer Consumables** 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 superscribed 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 superscribed "**Quotations for Computer Consumables**". **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.

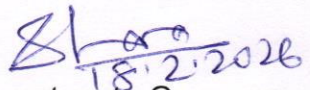
**Financial Bid** should contain the price of each article in the prescribed format per unit /packet of supply. **All prices should be inclusive of taxes.**

**FORMAT FOR OFFER (FINANCIAL BID)**

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

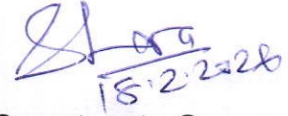
| Sl. No. | Item | Make / Model | Specification if any | Unit pack | Unit price (inclusive of all taxes) (In. Rs.) | Remarks |
|---------|------|--------------|----------------------|-----------|---|---------|
|         |      |              |                      |           |   |         |

The Technical Bid will be opened on **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. 5369 /Gen., Dated. 18.02.2026

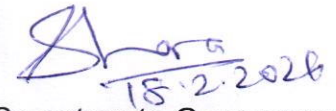
Copy forwarded to Under Secretary to Government (AR Cell), G.A. & P.G. Department to display the notice on G.A. & P.G. Department official website for information.



Under Secretary to Government

Memo No. 5370 /Gen., Dated. 18.02.2026

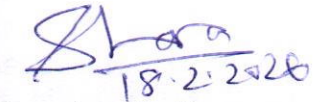
Copy along with **Annexure – 'A'** forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.



Under Secretary to Government

Memo No. 5371 /Gen., Dated. 18.02.2026

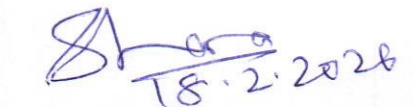
Copy along with **Annexure – 'A'** to Notice Board of General Administration & Public Grievance Department / Five (5) spare copies with **Annexure – 'A'** to O.E. – II Section for reference of Guard file.



Under Secretary to Government

Memo No. 5372 /Gen., Dated. 18.02.2026

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



Under Secretary to Government

## ANNEXURE –‘A’

### List of Computer Consumables

|    |  |
|----|--|
| 1  | Computer Cartridge (HP) – 12A                  |
| 2  | Computer Cartridge (HP) – 49 A                 |
| 3  | Computer Cartridge (HP) – 78 A                 |
| 4  | Computer Cartridge (HP) – 88 A                 |
| 5  | Computer Cartridge (HP) – 36 A                 |
| 6  | Computer Cartridge (HP) – 28 A                 |
| 7  | Computer Cartridge (HP) – 51 A                 |
| 8  | Computer Cartridge (HP) – 47 A                 |
| 9  | Computer Cartridge (HP) – 137 A                |
| 10 | Computer Cartridge (HP) – LJPROM-427FDN        |
| 11 | Computer Cartridge (HP) – A105810              |
| 12 | Computer Cartridge (HP) - MFP M479fdw (W1A80A) |
| 13 | Computer Cartridge (HP) - M255DW               |
| 14 | Computer Cartridge MLT D1043S (Samsung)        |
| 15 | Computer Cartridge (HP) – M3004DW (146A)       |
| 16 | HP-416 Cartridge (Black)                       |
| 17 | HP-416 Cartridge (Yellow)                      |
| 18 | HP-416 Cartridge (Cyan)                        |
| 19 | HP-416 Cartridge (Magenta)                     |
| 20 | Cartridge 704 (Samsung)                        |
| 21 | Cartridge 6810L (Lipi)                         |
| 22 | Computer Ribbon (Dot Matrix & Printonix)       |
| 23 | Computer optical Mouse (Logitech)              |
| 24 | Computer cordless Mouse (Logitech)             |
| 25 | UPS (APC)                                      |
| 26 | Computer Key Board (Logitech)                  |
| 27 | Computer cordless Key Board (Logitech)         |
| 28 | Cordless Key Board & Mouse (Combo) (Logitech)  |
| 29 | Pen drive – 16.GB (HP)                         |
| 30 | Pen drive – 32 GB (HP)                         |
| 31 | Pen drive – 64 GB (HP)                         |
| 32 | Pen drive – 16.GB (SanDisk)                    |
| 33 | Pen drive – 32 GB (SanDisk)                    |
| 34 | CP-2025 Colour Toner – CC 530A                 |

|    |  |
|----|--|
| 35 | CP-2025 Colour Toner – CC 531A, 32A, 33A |
| 36 | SCX- 4321 (Samsung)                      |
| 37 | SCX- 3201 G (Samsung)                    |
| 38 | MLTD-203S (Samsung)                      |
| 39 | MLTD-205S (Samsung)                      |
| 40 | External Hard Disk (Seagate) (2 TB)      |
| 41 | External Hard Disk (Seagate) (1 TB)      |
| 42 | External Hard Disk (Seagate) (500 GB)    |
| 43 | Monitor 19 inch (HP)                     |
| 44 | Monitor 21 inch (HP)                     |
| 45 | Monitor 19 inch (ACER)                   |
| 46 | Monitor 21 inch (ACER)                   |
| 47 | Monitor 19 inch (DELL)                   |
| 48 | Monitor 21 inch (DELL)                   |
| 49 | SSD (Seagate) (256 GB)                   |
| 50 | SSD (Seagate) (512 GB)                   |
| 51 | Pay Bill Paper (15 x 12 x 1) 80 GSM      |
| 52 | Pay Slip Paper (10 x 12 x 1) 80 GSM      |
| 53 | Cartridge (Canon) – 71 A                 |
| 54 | Canon-54A Cartridge (Black)              |
| 55 | Canon-54A Cartridge (Yellow)             |
| 56 | Canon-54A Cartridge (Cyan)               |
| 57 | Canon-54A Cartridge (Magenta)            |
| 58 | Mouse Pad                                |
| 59 | Computer Cartridge (HP) – 202 A          |
| 60 | Computer Cartridge (HP) – 230 A          |
| 61 | Computer Cartridge (HP) – 206 A          |
| 62 | Computer Cartridge (HP) – 166 A          |
| 63 | Computer Cartridge (HP) – 152 A          |
| 64 | OTG Type C Pen drive – 64 GB (HP)        |
| 65 | OTG Type C Pen drive – 128 GB (HP)       |