

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

**No.OM-I(G&SSA)/04/01/2018-19/46**

**Date: 15.05.2018**

**QUOTATION CALL NOTICE.**

Sealed quotations are invited from Registered Firms / Co-operative Stores of Bhubaneswar only for supply of stationery items for one year. 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 stationery articles**” on or before **2 P.M. of 29.05.2018**, 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 may be obtained from the Office Management-1 Section of O/o the Accountant General (G&SSA), Odisha, Bhubaneswar during working hours from 11 A.M. to 5 P.M. on all working days up to 28.05.2018.

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 up-to-date GST certificate and I.T. 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. The qualified bidder shall required to deposit performance security for a sum of Rs.5000/- in a shape of Bank Draft/Banker's cheque in favour of Sr. Audit Officer/Cash, O/o the AG (G&SSA), Odisha. The performance security shall remain valid for a period of sixty days beyond the close of completion for all contractual obligations of the supplier including warranty obligations.
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**

**ANNEXURE-A**  
**LIST OF STATIONARY ARTICLES.**

Sl. No	Items/ Description	Brand	Unit	Price
1	Add achiever pen	Add	<i>each</i>	
2	Add Gel Pen	-do-	<i>each</i>	
3	Add Gel Refill	-do-	<i>each</i>	
4	Adhesive Flag/ Stick on Flag	Kores	<i>Pkt.</i>	
5	Alpin	Bell	<i>pkt</i>	
6	Audit Pencil	Mudra	<i>Pkt.</i>	
7	Binding cloth		<i>Per meter</i>	
8	Board Marker Pen		<i>each</i>	
9	Bodkin		<i>each</i>	
10	Bond paper 85 gsm	J.K	<i>pkt</i>	
11	Bottom Folder		<i>each</i>	
12	Broun cello Tap		<i>each</i>	
13	C.D. Marker Pen		<i>each</i>	
14	Calculator	Casio	<i>each</i>	
15	Candle-Bag size		<i>Pkt.</i>	
16	Cello Tapel",2" and Medium size	Standard	<i>each</i>	
17	Clip File( Plastic)	-do-	<i>each</i>	
18	Colour A/4 size paper	J.K	<i>pkt</i>	
19	Colour Board Paper		<i>each</i>	
20	Colour Sheet	-do-	<i>each</i>	
21	Correction fluid (W)	Kores	<i>each</i>	
22	Court Paper	J.K	<i>pkt</i>	
23	D. Ring file		<i>each</i>	
24	Dak Pad Plastic		<i>each</i>	
25	Desk Calendar Stand	Omega	<i>each</i>	
26	Desk Knife		<i>each</i>	
27	Double head Puncher		<i>each</i>	
28	Double Side Ball Pen	Link	<i>each</i>	
29	Duplicating Paper	Diamond	<i>each</i>	
30	Dustbin		<i>each</i>	
31	Enevelop (Polynet)			
32	Enevelop (SE-4)			
33	Enevelop (SE-5)			
34	Enevelop (SE-6)			
35	Enevelop (SE-6A)			
36	Enevelop (SE-7A)			
37	Enevelop (SE-8A)			
38	Enevelop (White)			
39	Eraser	Natraj	<i>each</i>	
40	Fevi stick (8g)		<i>each</i>	
41	Flat File	Sample	<i>each</i>	

42	Gems Clip	Gems	<i>each</i>	
43	Glossy Paper		<i>each</i>	
44	Gum Tube-30ml.	Camel	<i>each</i>	
45	HB Ordinary Pencil	Natraj	<i>each</i>	
46	Highlighter Pen	Luxor	<i>each</i>	
47	Hi-tech Pen	Luxor	<i>each</i>	
48	Holder Pen	Wilson	<i>each</i>	
49	Jotter Refill	Reynolds	<i>each</i>	
50	Jute Twine	Sample	<i>Kg.</i>	
51	L. Folder (White)		<i>each</i>	
52	Marker Pen (W.B)	Sample	<i>each</i>	
53	Needle			
54	Note Sheets	-do-	<i>each</i>	
55	Notice Board Pin		<i>pkt</i>	
56	Ordinary Refill	Link	<i>each</i>	
57	Packing cloth		<i>permeter</i>	
58	Paper Weight Round	Sample	<i>each</i>	
59	Paper White/ Ruled DFS	J.K	<i>Rim</i>	
60	Pen Stand (Medium)			
61	Pencil Cutter	Link	<i>each</i>	
62	Pin Cushion	Link	<i>each</i>	
63	Plastic Folder File	Sample	<i>each</i>	
64	Plastic Paper Tray	-do-	<i>each</i>	
65	Pollynet Envelope (Big Size)		<i>each</i>	
66	Punching Mechine	Kangaroo	<i>each</i>	
67	Register Rulled-1 Qr.	Conquest paper	<i>each</i>	
68	Register Rulled-2 Qr.		<i>each</i>	
69	Register Rulled-3 Qr.		<i>each</i>	
70	Register Rulled-4 Qr.		<i>each</i>	
71	Register Rulled-5 Qr.		<i>each</i>	
72	Register Rulled-6 Qr.		<i>each</i>	
73	Scale-12"		<i>each</i>	
74	Scissor (Medium)		<i>each</i>	
75	Scribbling Pad		<i>each</i>	
76	Sealing Wax (400gm)	Standard	<i>each</i>	
77	Single Punch	Kangroo	<i>each</i>	
78	Sketch Pen (10 Nos.)	Link	<i>each</i>	
79	Slip Pad		<i>Each</i>	
80	Spiral Pad (High Quality)		<i>each</i>	
81	Spiral Pad Cord		<i>each</i>	
82	Stamp Pad ink		<i>each</i>	
83	Stamp Pad (Small and Big)	Camel	<i>each</i>	
84	Stapler (Small)	Kangaroo	<i>each</i>	
85	Stapler Big	-do-	<i>each</i>	

86	Stapler Pin (Big)	-do-	<i>Pkt.</i>	
87	Stapler Pin (Small)	Kangaroo	<i>Pkt.</i>	
88	Steno Note Book	Apsara	<i>each</i>	
89	Tag (100 Pcs)	Sample	<i>bndl</i>	
90	Thread Ball	Paragon	<i>each</i>	
91	Thread Reel	-do-	<i>each</i>	
92	Typing Carbon (Silva black)	Kores	<i>pkt</i>	
93	V5 Pen			
94	Waste Paper Basket	-do-	<i>each</i>	
95	Water Sponge	-do-	<i>each</i>	
96	White Envelope (plain)		<i>each</i>	
97	Xerox Paper- FS	J.K	<i>pkt</i>	
98	Xerox Paper-A/3	J.K	<i>pkt</i>	
99	Xerox Paper-A/4	J.K	<i>pkt</i>	
100	Acid			
101	Agrbati			
102	Pencil Battery			
103	Bleaching Powder			
104	Colin Spray			
105	Hand Wash			
106	Hand Wash (P)			
107	Good Knight (Machine)			
108	Good Knight Liquid			
109	Gramacin Powder			
110	Lifebuoy Soap			
111	Lizol/Mopz			
112	Mop			
113	Napthelene ball			
114	Nimyle (Green)			
115	Odonil			
116	Plastic Bucket			
117	Plastic Mug			
118	Rat Killer cake			
119	Room Refreshner			
120	Sani Cube			
121	Vim Liquid			
122	Vim Powder			
123	Washing Powder			
124	S.N. Cleaner			
125	Tissue paper			

Sd/-  
Sr. Audit Officer/OM-I