



GOVERNMENT OF ODISHA  
DEPARTMENT OF SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES

No. 2038 /SSEPD  
SSEPD-OE-74-2017

Dt. 07.03.18

### Quotation-Call Notice

Sealed quotations in plain paper/letter pad are invited from the intending Registered Manufactures/Suppliers/Authorised Distributors/Dealers located at Bhubaneswar having valid GST registration number and GST Clearance Certificate with Income Tax clearance document, for supply of office articles/stationeries/computer spares consumables, list at **Annexure-I** which is available in this Department website([www.ssepd.gov.in](http://www.ssepd.gov.in)) for official use in Social Security & Empowerment of Persons with Disabilities Department. The prices quoted should be inclusive of all taxes valid upto one year from the date of finalisation of the quotation.

The quotations shall be received on any working day between 11.00 AM to 4.00 P.M. upto 24.03.2018 and shall be opened on the same day at 4:30 PM.

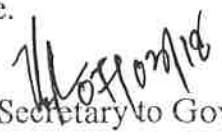
The bidders or his authorised agent may remain present at the time of opening of the quotations.

The Authority reserves the right to accept or reject any or all the quotations at any stage without assigning any reason thereof.

  
Deputy Secretary to Govt.

Memo No. 2039 /SSEPD; Dt. 07.03.18

Copy forwarded to the Head State Portal Group, IT Centre, Secretariat, Bhubaneswar with a request to upload the Notice alogwith Annexure-I in the Govt. website of the Department / IT Cell to upload in the Department website.

  
Deputy Secretary to Govt.

Memo No. 2040 /SSEPD; Dt. 07.03.18

Copy forwarded to the Notice Board Social Security & Empowerment of Persons with Disabilities Department /All other Department of Govt. with a request to display the Notice in their Notice Board for wide Publicity/ Five copies for Guard File.

  
Deputy Secretary to Govt.

List of contingency articles required to be procured for use in Social Security & Empowerment of Persons with Disabilities Department

Sl no	Name of the Item	Sl no	Name of the Item
1	Xerox Paper A-4	41	Marker/Highlighter
2	Xerox Paper A-3	42	Sketch pen
3	Room Freshener (Ambi pur air freshener)	43	Jute Thread
4	Gum(Bottle)	44	Cotton Thread
5	Gum(Tube)	45	Tube Light
6	Stapler(Big)	46	Wall Clock
7	Stapler(Small)	47	Paper Weight
8	Alpine	48	James Clip
9	Scissor	49	Calculator -12 digits
10	Plastic Bucket	50	Envelope
11	Pen ( Good quality)	51	Computer Bill Paper 10x12x2- 80GSM
12	Pen (Ordinary)	52	Computer Bill Paper 15x12x2- 80GSM
13	Pencil	52	Computer Bill Paper 10x12x1- 80GSM
14	Rubber	54	Naphthalene Ball
15	Refill (Jotter/Ordinary)	55	Glass tumbler
16	Correction Fluid/Pen	56	LED Bulb
17	Cotton Thread	57	PLS Lamp
18	Cello Tape	58	Elec. Chock
19	Tag	59	Telephone 1+1
20	Short hand note book	60	Telephone Single
21	Waste paper basket	61	Toner H.P 12A
22	Mosquito Repellent (Machine with liquid/Coil)	62	Toner 88 A
23	Dak Pad	63	Toner 36 A
24	Plastic Cover	64	Toner 78 A
25	Binding Register	65	Pen Drive 8/16/32 GB
26	Colour Flag	66	Water Bottle
27	Pen Stand	67	Tea Tray
28	Signature Pad	68	Desk Calendar Stand with refill
29	Stamp pad	69	Dettol Liquid Soap
30	Pencil Battery	70	Harpic
31	Remote Battery	71	Refill Ordinary
32	Punching Machine	72	Refill Jetter
33	Salu Cloth	73	Envelop 10"x4"
34	Odonil	74	Envelop A/4
35	Soap	75	Envelop 11"x5"
36	Cup and Saucer	76	Round Pen Stand
37	Thermo Flask	77	Duster Cloth
38	Glass	78	File board
39	English Towel 30X60	79	Lock ( 3-Key) Lock ( 2 Key) (mobaj/Link)
40	Turkish Towel 36X72	80	Fax roll
		81	Remote Calling Bell(Electric)