



**DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA (S.S.), KENDRAPARA**  
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**SHORT QUOTATION CALL NOTICE**

No: 2182 // Date: 05/09/23

Sealed quotations in plain paper are invited from local reputed firms/ agency having PAN & GST clearance certificate for supply of office printing & stationery items as per list which can be downloaded from the district website i.e. [www.kendrapara.nic.in](http://www.kendrapara.nic.in) & [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) and the sample copy of flyleaf & notesheet should be collected from the office of the undersigned during office hour.

The sealed quotation duly superscribed as **“Quotation for supply of Printing & Stationary Items”** should reach to the office of the undersigned by **5.00 p.m** of **25.09.2023** by **registered post only** and it will be opened on **26.09.2023** at **11.00 p.m** in presence of bidders or their authorized representative in the office chamber of the District Project Coordinator, SS, Kendrapara. The quotations received after due date & time will not be entertained. The detail of tender paper with sample copy of flyleaf & note sheet may be collected from the office of the undersigned before bidding the quotation. **The successful bidder has to deposit Rs.2,000/- (Rupees Two Thousand) only towards Security Deposit in shape of DD drawn in favour of “District Project Coordinator, SS, Kendrapara payable at Kendrapara.** The undersigned reserves the right to accept or reject the quotation without assigning any reason thereof.

**Terms & Conditions:**

1. The successful bidder will be required to sign an agreement with District Project Coordinator, SS, Kendrapara for supply of articles at approved rates during the course of agreement period of one year.
2. Bidder will be required to submit the copy of PAN card & GST clearance certificate along with the tender paper and the successful bidder has to deposit an amount of Rs.2,000/- (Rupees Two Thousand) only towards

Security Deposit in shape of D.D drawn in favour of District Project Coordinator, SS, Kendrapara.

3. The bidder should mention the brand and the rate per unit including all the taxes, duties, transportation if any.
4. The brand and rate quoted will remain same till one year, any increase/ decrease in the rates during the time is not permissible.
5. The authority reserves the right to procure stationery items in full or in part of the tendered quantity.
6. The authority reserves the right to award the Tender to Tenderer, who quotes less amount as a whole.
7. The successful bidder has to supply the items as when required within three days of the issue of supply order during his tenure (one year).
8. The payment will be made to the party after supply of all the items to the office of the DPC, SS, Kendrapara as per brand & specification mentioned in the quotation.
9. In case of any violation in the brand, specification and quality the authority keeps every right for rejection of any or all work/ supply order without assigning any reason thereof.
10. In case of any dispute during course the supply of articles the decision of District Project Coordinator, SS, Kendrapara will be final.

By order of Collector-cum-Chairman,

  
1.9.23  
District Project Coordinator,  
SS, Kendrapara.

# LIST OF OFFICE STATIONARY ITEMS TO BE PROCURED - 2023-24

Sl. No.	Particulars	Brand/ Specification	To be procured	
1	Alpin	Kores	8	Nos.
2	Battery (AA)	EVREADY	10	Nos.
3	Battery (AAA)	EVREADY	20	Nos.
4	Budkin/ Fodani	G.V.S (Plastic handle)	6	Nos.
5	Calulator	Casio (12 Digit)	3	Nos.
6	Cash book (109p)	Supreme/ Pioneer/ Sweta	6	Nos.
7	Cash book (235p)	Supreme/ Pioneer/ Sweta	1	Nos.
8	Coverfile	Supreme/ Pioneer/ Sweta	12	Nos.
9	Cup Set	LA O PALA	2	Set
10	Dustbin	Cello/ Ankur	6	Nos.
11	Flag strip	Good Quality (Colour)	20	Nos.
12	Flyleaf	<b>250 GSM Colour Paper (Sample should be collected from the office of the undersigned)</b>	500	Nos.
13	Glass Set	LA O PALA	2	Set
14	Guard file	Good Quality	3	Nos.
15	Gum Bottle (100 ml)	Fevi Gum	22	Nos.
16	Journal (No.2)	Supreme/ Pioneer/ Sweta	2	Nos.
17	Journal (No.3)	Supreme/ Pioneer/ Sweta	1	Nos.
18	Notesheet (A4)	<b>70 GSM White paper (Sample should be collected from the office of the undersigned)</b>	4000	Nos.
19	Paper clip	Good Quality	5	Nos.
20	Pen (Black)-Gel	Elkos Velo	40	Nos.
21	Pen (Blue) -Gel	Elkos Velo	20	Nos.
22	Pen (Green)-Gel	Elkos Velo	10	Nos.
23	Pen (Red)-Gel	Elkos Velo	20	Nos.
24	Pen Stand	Good Quality	2	Nos.
25	Pen Stand (big)	Good Quality	1	Nos.
26	Punching machine	Kangaroo	5	Nos.
27	Register (N-10)	Supreme	7	Nos.
28	Register (N-12)	Supreme	2	Nos.
29	Register (N-16)	Supreme	7	Nos.
30	Register (N-30)	Supreme	4	Nos.
31	Register (N-4)	Supreme	10	Nos.
32	Register (N-6)	Supreme	20	Nos.
33	Register (N-8)	Supreme	5	Nos.
34	Room freshner	Ambipur	6	Nos.
35	Sketchpen	Linc/ Cello	2	pkt.
36	Stamp pad	Camel	7	Nos.
37	Stamp pad ink	Camel	6	Nos.
38	Stappler (N.10)	Kangaroo	10	Nos.
39	Stappler Pin(N.24/6)	Kangaroo	10	Nos.
40	Stickfile (A4)	Good Quality	20	Nos.
41	Tag	Good Quality	40	bundle
42	Tray	Cello/ Ankur	1	Nos.
43	Water sponj	Good Quality	3	Nos.
44	Xerox Paper (A4)	J.K (72 GSM)	200	Nos.

1.9.23  
District Project Coordinator,

SS, Kendrapara