

ODISHA ELECTRICITY REGULATORY COMMISSION
PLOT NO.4, CHUNOKOLI, SAILASHREE VIHAR
BHUBANESWAR – 751 021
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QUOTATION CALL NOTICE

ADM-11/747 dtd. 13.07.2022

Quotations are invited from reputed and registered Agencies/Firms/Suppliers having GST Number for supply of Office Stationeries as per the list of items enclosed/attached to this notice at the lowest quoted prices.

The intending suppliers/supply contractors are requested to submit their quotations along with the above desired documents by 3.00 PM on or before 22.07.2022 on all working days. Quotations received beyond the stipulated time and date shall not be accepted. Quotationers are required to quote the basic price (cost price) of the items and the tax (GST) components separately. Details are available in the office website www.oriarc.org.


OSD (P&A)

Copy communicated for information & necessary action to:

- (i) Notice Board.
- (ii) Dy. Director (IT), OERC for putting the quotation call notice in the OERC website.
- (iii) Accounts Section, OERC.

TERMS & CONDITIONS

1. Quotations are invited by the OSD (P&A) on behalf of "Odisha Electricity Regulatory Commission" for Supply of Office Stationeries/Sanitary Items.
2. The quotation should be sealed and super scribed on the cover as **"Quotation for Supply of Office Stationeries/Sanitary Items."**
3. Quotation should be submitted in person or by Registered post.
4. Fax/Mail/Telegraphic Quotation will not be accepted.
5. Conditional quotation will not be accepted.
6. OERC takes no responsibility for any loss/delay/non-receipt of quotation send by post or by any other arrangement.
7. The firm should be a GST Registration Number.
8. The successful firm has to deposit of **Rs.10,000/-** (Rupees ten thousand) only towards Security Deposit. In case of non-fulfillment of the contract, the Security deposit will be forfeited. No interest shall be paid on the Security Deposit.
9. In the event of delay in delivery of materials, penalty at the rate of ½% (half percent) of the order for each week of delay, subject to maximum 5% of the total value of the undelivered items, will be levied & recovered.
10. The unit rates for each item of supply on FOR destination basis at OERC Office, Plot No.4, Chunokoli, Sailashree Vihar, Bhubaneswar-751021.
11. The initial period of contract will be for one year from the date of issue of work order. On successful qualitative supply, if OERC desires, the contract period can be extended for further period of one year subject to satisfactory supply performance and on mutual consent.
12. The order will be placed from time to time as per the requirement.
13. OERC reserves the right to accept or reject any or all quotations without assigning any reason thereof.
14. Bills will be raised after completion of the supply in full quantity of an order. Any defect found in the material shall be replaced by the supplier at their own cost.
15. Bill shall be submitted to OSD (P&A) in triplicate for pass and payment. Payment shall be released within 30 days after receipt of bill.


13/12/22
OSD (P&A)

QUOTATION ITEMS

No.	DESCRIPTION OF PRODUCTS	COMPANY	UNIT	PRICE
(1)	(2)	(3)	(4)	(5)
1	ARCH FILE	SWETA	NO.	
2	ALPIN	BELL	PKT	
3	ALPIN CUSHION	KASTURI	NO.	
4	AUTO CLIP FILE		NO.	
5	APPOINTMENT STAND	KEBICA	NO.	
6	BODKINE (PLASTIC HANDLE)	G.V.S.	NO.	
7	BLANK CD		NO.	
8	BOARD PIN		NO.	
9	BALL PEN (USE & THROUGH)		NO.	
10	BALL PEN	CELLO GRIPPER	NO.	
11	BINDING STICK		KG	
12	BINDER CLIP (25 MM)	AEROTIX/ODDY	PKT	
13	BINDER CLIP (32 MM)	-DO-	PKT	
14	BINDER CLIP (41 MM)	-DO-	PKT	
15	BINDER CLIP (51 MM)	-DO-	PKT	
16	CARD BOARD FILE		NO.	
17	CD COVER		PKT	
18	CONFERENCE PAD (20 PAGES)		NO.	
19	COTTON WHITE TAG	BUNCH	BUNDLE	
20	CLIP BOARD	STANDARD	NO.	
21	CORRECTION PEN	KORES/CAMLIN	NO.	
22	COLOUR TAPE 1/2" SIZE	WANDER	ROLL	
23	CELLO TAPE WHITE 1"		ROLL	
24	CELLO TAPE WHITE 2"		ROLL	
25	CELLO TAPE BROWN 1"		ROLL	
26	CELLO TAPE BROWN 2"		ROLL	
27	CLOTH DUSTER	COTTON	NO.	
28	CALCULATOR	CASIO MJ-120D	NO.	
29	CALLING BELL	CONA	NO.	
30	COLOUR PAPER A4 SIZE	ODDY	PKT	
31	COMPUTER BATTERY		NO.	
32	DOUBLE SIDE FOAM TAPE		ROLL	
33	DOUBLE SIDE CLEAR TAPE		ROLL	
34	DOUBLE PUNCH	KANGARO	NO.	
35	DAK DESPATCH REGISTER NO-34	SWETA/RAJDHANI	NO.	
36	DAK RECEIPT REGISTER NO-34	SWETA/RAJDHANI	NO.	

	DAK PAD (FOLDING)	SWETA	NO.	
	DRAWING SHEET	JK/EASY	PKT	
39	DRAWING PIN		PKT	
40	DESK KNIFE	ANY	NO.	
41	ENVELOPE (10X4.5) WHITE PLAIN		NO.	
42	ENVELOPE (10X4.5) WHITE PRINTED	OERC LOGO & ADD	NO.	
43	ENVELOPE (10X4.5) WINDOW PRINTED	OERC LOGO & ADD	NO.	
44	ENVELOPE A4 SIZE PLAIN		NO.	
45	ENVELOPE A4 SIZE PLASTIC COATED		NO.	
46	ENVELOPE A4 SIZE CLOTH		NO.	
47	ENVELOPE A4 SIZE BHOPALI		NO.	
48	FILE COVER PRINTED		NO.	
49	FILE TRAY/NET TYPE		NO.	
50	GLOSSY PAPER-120,180,200 GSM	ODDY/AEROTIC	PKT	
51	GREEN PAPER LONG SIZE	JK	PKT	
52	GEMS CLIP (26 MM)	BELL	PKT	
53	GEMS CLIP (30 MM)	BELL	PKT	
54	GLUE STICK 8 GM	FEBI STICK	NO.	
55	GLUE STICK 15 GM	FEBI STICK	NO.	
56	HI-TECH PILOT PEN	LUXOR	NO.	
57	HIGHLIGHTER (5 COLOUR)	LUXER/PENTEK	PKT	
58	HIGHLIGHTER (SINGLE COLOUR)	LUXER/PENTEK	PKT	
59	INK FOR FOUNTAIN PEN	BLUE/BLACK	BOTTLE	
60	JUTE THREAD	ANY	KG	
61	JOTTER PEN		NO.	
62	JEL PEN	(RACER/TRIMAX)	NO.	
63	LASER POINTER		NO.	
64	LEGAL SIZE GREEN COURT PAPER	JK/EASY	PKT	
65	L FOLDER PLASTIC (BLACK WHITE)	STANDARD	NO.	
66	L FOLDER PLASTIC (TRANSPARENT)	STANDARD	NO.	
67	MASKING TAPE	NASA	ROLL	
68	OHP MARKER PEN(BLUE,RED,BLACK)	RENOLD/CAMLIN	PKT	
69	PEON BOOK	SWETA	NO.	
70	PENCIL HB	APSARA/NATRAJ	PKT	
71	PENCIL CUTTER/SHARPER	NATRAJ/PRESS FIT	PKT	
72	PENCIL ERASER (NON-DUST)	NATRAJ/CAMLIN	PKT	
73	PREPARED GUM (700 ML)	KORES/GRAPES	BOTTLE	
74	PREPARED GUM (150 ML)	KORES/GRAPES	BOTTLE	
75	PUNCHING MACHINE NO.480	KANGARO	NO.	
76	PEN STAND (EXECUTIVE 8", 10" 12")	SARMAN/KEBIKA	NO.	

	PENCIL BATTERY	EVEREADY	NO.	
	PAPER WEIGHT - BIG, SMALL	GLASS ROUND	NO.	
9	PUSH PIN		PKT	
80	PLASTIC COATED JEMS CLIP	ZEN	PKT	
81	PERMANENT MARKER	CAMLIN	PKT	
82	PHOTO ALBUM		NO.	
83	PAPER CUTTER	AEROTIX	NO.	
84	PLASTIC BUCKET 10 LTR	CELLO	NO.	
85	PLASTIC MUG 1 LTR	CELLO	NO.	
86	REGISTER NO.4 (ROLLING)	SWETA/RAJDHANI	NO.	
87	REGISTER NO.6 (ROLLING)	SWETA/RAJDHANI	NO.	
88	REGISTER NO.8 (ROLLING)	SWETA/RAJDHANI	NO.	
89	REGISTER NO.10 (ROLLING)	SWETA/RAJDHANI	NO.	
90	REGISTER NO.12 (ROLLING)	SWETA/RAJDHANI	NO.	
91	REGISTER NO.16 (ROLLING)	SWETA/RAJDHANI	NO.	
92	REGISTER NO.18 (ROLLING)	SWETA/RAJDHANI	NO.	
93	REGISTER NO.20 (ROLLING)	SWETA/RAJDHANI	NO.	
94	REGISTER NO.24 (ROLLING)	SWETA/RAJDHANI	NO.	
95	REGISTER NO.16 (ROLLING)	SWETA/RAJDHANI	NO.	
96	ROOM FRESHNER		NO.	
97	REFIL (BLUE/RED/GREEN/BLACK)		NO.	
98	REMOTE BATTERY	EVEREADY	NO.	
99	STAMP PAD (MEDIUM)	CAMEL/KORES	NO.	
100	STAMP PAD INK (100 ML)	CAMLIN	BOTTLE	
101	SEALING WAX		PKT	
102	STENO NOTE BOOK	SWETA/OXFORD	NO.	
103	SCALE (PLASTIC)	CAMLIN	PKT	
104	SCALE (STEEL)	INDIAN	PKT	
105	STAPLER NO.10	KANGARO	NO.	
106	STAPLER HD-45	-DO-	NO.	
107	STAPLER HP-45	-DO-	NO.	
108	STAPLER PIN NO.10	-DO-	PKT	
109	STAPLER PIN HD-45	-DO-	NO.	
110	STAPLER PIN NO.24/6	-DO-	PKT	
111	SCISSOR (210 MM)	STAINLESS STEEL	NO.	
112	STICK ON PAD (3X3)		PKT	
113	STICK ON FLAG (4 COLOUR)		PKT	
114	SINGLE PUNCH	KANGARO	NO.	
115	STOCK REGISTER GQ NO-20		NO.	
116	SERVICE BOOK		NO.	

	SPIRAL STICK		KG	
	TRACING PAPER		PKT	
119	TAG (COTTON)		BUNDLE	
120	THREAD BALL	COTTON	NO.	
121	TAPE DISPENSER KTD-18	KANGARO	NO.	
122	TAPE DISPENSER 1"		NO.	
123	TAPE DISPENSER 2"		NO.	
124	VEHICLE LOG BOOK- NO.8, 10, 12	SWETA	NO.	
125	WASTE PAPER BASKET		NO.	
126	WHITE BOARD MARKER	CAMLIN	NO.	
127	WHITE BOARD INK		BOTTLE	
128	WHITE BOARD DUSTER		NO.	
129	WRITING PAD A4 SIZE	SWETA	NO.	
130	WRITING PAD 1/8 SIZE	SWETA	NO.	
131	WRITING PAD 1/4 SIZE	SWETA	NO.	
132	WHITE BOARD		NO.	
133	WAX CANDLE		PKT	
134	WALL CLOCK	AJANTA	NO.	
135	WEEKLY ENGAGEMENT PAD	PRINCE	NO.	
136	XEROX PAPER A4 SIZE (70 GSM)	JK/EASY	PKT	
137	XEROX PAPER A4 SIZE (75 GSM)	JK/EASY	PKT	
138	XEROX PAPER A3 SIZE (70 GSM)	JK/EASY	PKT	
139	XEROX PAPER A3 SIZE (75 GSM)	JK/EASY	PKT	
140	XEROX PAPER (F/C) SIZE (70 GSM)	JK/EASY	PKT	