



ODISHA CONSTRUCTION CORPORATION LIMITED

(A Government of Odisha Undertaking)
REGD. OFFICE : UNIT –VIII, GOPABANDHUNAGAR
BHUBANESWAR – 751012 (ODISHA)

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www.odishaconstruction.com

No.OCC.S.160/96 (Vol-IV) / 92221 (W E)

Dt. 17.07.2019

QUOTATION CALL NOTICE

Sealed quotations are invited from authorized dealers/distributors having valid GST Registration for supply of Stationeries for official use.

1. The rates are to be quoted inclusive of GST, any other applicable Tax and delivery at the office of the undersigned.
2. Sealed quotations should reach the office of Company Secretary, M/s.Odisha Construction Corporation Ltd., Gopabandhunagar, Unit-8, Bhubaneswar-751012 on or before 25.07.2019 by 3:30P.M.
3. The quotations received will be opened on 25.07.2019 at 4:00 P.M.in the presence of proprietors of the firm or their authorized representatives.
4. The detailed list of required office stationeries is available in the Corporation Website www.odishaconstruction.com.

The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.


17/7/19
COMPANY SECRETARY

CC to: Notice Board/ OCC Website.

Requirement of Stationery items for the year 2019-20

Sl.No.	Name of the Stationeries	Quantity	Unit	Rate(in ₹)	Amount(in ₹)
1	Alpin	30 Pkts	Pkt		
2	Lever Arch file(Big) + (small)	200+100 Nos.	No.		
3	Bodkin	20 nos.	No.		
4	Correction pen	50 Tubes	Tube		
5	Dak Pad (Plastic)	30 Nos.	No.		
6	Duster cloth	50 pcs.	Pc.		
7	Envelope(Small)9x4"	2000 Pcs.	Pc.		
8	Envelope(Big)11X5"	4000Pcs	Pc.		
9	Envelope with Cloth 10x8"	200 Nos.	No.		
10	Envelope with Cloth 14x10"	200 Pcs.	Pc.		
11	Eraser(Pencil)	100 Pcs.	Pc.		
12	Glass Cover	30 Pcs.	Pc.		
13	Glass Tumbler	300 Nos.	No.		
14	Gum(Small size)300 ML.	20 Nos.	No.		
15	Gum(Big Size) 700 ML	05 Nos.	No.		
16	Jems paper clip	20 Pkts.	Pkt.		
17	L.Folder file(White)	100 Pcs.	Pc.		
18	Tag	50 Bondles	Bondle		
19	Paper weight	50 Pcs.	Pc.		

Sl. No.	Name of the Stationeries	Quantity	Unit	Rate(in ₹)	Amount(in ₹)
20	Pencil	200 Pcs.	Pc.		
21	Pencil Battery	20 Pcs.	Pc.		
22	Plastic Documentary Tray	10 nos.	No.		
23	Punching Machine(Double Hole)	20 Nos.	No.		
24	Refile(Blue)small	20 Pkts.	Pkt		
25	Refile(Black)Small	30 Pkts	Pkt.		
26	Refile (Red)Small	20 Pkts.	Pkt.		
27	Room Freshner spray (RIYA){Sandal,Rose}	60 Bottle	Bottle		
28	Rolled paper	500 sheets	Sheet		
29	Scale(Plastic)(camlin)	30 Nos.	No.		
30	Scribing Pad(Small) Krishna(21x14.8 cm	150 Nos.	No.		
31	Cello Tape -1"	10 Nos.	No.		
32	Cello Tape - 2"	10 Nos.	No.		
33	Single Punch 4.5 mm	30 nos.	No.		
34	Stamp Pad	20 nos.	No.		
35	Stapler (small)HP:10 size	30 Nos.	No.		
36	Stapler (Big)HP:45 size	05 Nos.	No.		
37	Stapler Pin (Small)HP No.10	100 Pkts.	Pkt.		
38	Stapler pin (Big) HP 24	30 Pkts.	Pkt.		