



**ODISHA CONSTRUCTION CORPORATION LIMITED**  
(A Government of Odisha Undertaking)  
**REGD.OFFICE: UNIT – VIII, GOPABANDHU NAGAR**  
**BHUBANESWAR – 751 012 (ODISHA)**



PHONES (EPABX)  
0674 : 2562020  
2562118  
2562068  
2562246

FAX : 2561880  
2560028  
2562707

GRAM : ORICON

E.mail: theoccltd @odi  
shaconstruction.com  
Website: [www.odisha-construction.com](http://www.odisha-construction.com)

No.OCC/S/160/96 (Vol. V)/7076/

Dt.21/06/2022

## **QUOTATION CALL NOTICE**

Sealed quotations are invited from authorized Dealers/Distributors having valid GST Registration for supply of Stationeries for official use. The Copy of the GST Registration Certificate is to be enclosed.

1. Items rate are to be quoted inclusive of GST as per the list enclosed.
2. Sealed quotations should reach the office of Company Secretary, M/s. Odisha Construction Corporation Ltd., Gopabandhunagar, Unit-8, Bhubaneswar-751012 on or before 30.06.2022 by 4:00 P.M.
3. The quotations received will be opened on 30.06.2022 at 4:30 P.M. in the presence of the proprietors of the firm or their authorized representatives.
4. The detailed list of required office stationeries are available in the Corporation Website [www.odishaconstruction.com](http://www.odishaconstruction.com).

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

Encl: - List of Office Stationeries-3(three) Sheets

**COMPANY SECRETARY**

**CC to: Notice Board/ OCC Website.**

**ODISHA CONSTRUCTION CORPORATION LIMITED**  
**Requirement Office Stationeries for the year 2022-23**

<b>Sl. No.</b>	<b>Name of the Office Stationery items</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate (in Rs.)</b>	<b>Amount (in Rs)</b>
1	Xerox Paper A-4 Size (J.K. Paper)	1200	Pkts		
2	Xerox Paper A-3 Size (J. K. Paper)	100	Pkts		
3	Alpin	25	Pkts.		
4	Lever Arch File	300	Pcs.		
5	Correction Pen (Camlin) 7 ml	80	Pcs		
6	Duster Cloth	200	Pcs.		
7	Paper Clip	40	Pkt		
8	L. Folder file (White)	300	Pcs.		
9	Tag (Cotton Long) -8"	200	Pkt		
10	Pencil (Natraj)	200	Pcs		
11	Refill (Small) (Blue)	80	Pkt		
12	Refill(Small)(Red)	20	Pkt		
13	Gum-300 ml	30	Bottles		
14	Gum-750 ml	20	Bottles		
15	Room Freshener Spray (Riya) Sandal	100	Bottles		
16	Cello Tape -1" (White)	60	Pcs.		
17	Cello Tape-2" (Brown & White)	60	Pcs.		
18	Single Punch 4.5 mm	40	Nos.		

19	Stapler (Small ) HP.10 size (Kangaro)	50	Pcs.		
20	Stapler (Big) HP :45 size (Kangaro)	10	Pcs		
21	Stapler Pin (Small) HP No.10	200	Pkts.		
22	Envelope Small 9"x4"(Brown)	3000	Pcs.		
23	Envelope Big 11"x5"(Brown)	4000	Pcs.		
24	Both side Dot Pen	300	Nos,		
25	Scissors	20	Nos.		
26	Scale - 12"	50	Nos.		
27	Bodkin	20	Nos		
28	Gem Clips( 30mm)	40	Pkt		
29	Twin Thread	20	Nos.		
30	Sponge (Water)	10	Nos.		
31	Pencil Battery	60	Nos.		
32	Remote Battery	120	Nos.		
33	Dustbin	40	Nos.		
34	High Lighter Pen	50	Nos.		
35	Paper Weight	60	Nos.		
36	Knife	15	Nos.		
37	Marker Pen	10	Nos.		
38	Pen Stand	10	Nos.		

39	Pencil Cutter	30	Nos.		
40	Page Marker	30	Set		
41	Cover File(Four Fold)	40	Nos.		
42	Flask(Thermo)(Plastic Body)	20	Nos.		
43	Ring File	10	Nos.		
44	Note Pad(Rolling)(Small size)	300	Nos.		
45	Steno Book	100	Nos		
46	Stamp Pad Ink	10	Bottle		
47	Double Punch	40	Nos.		
48	A4 Size 14"x10" Envelop with cloth	100	Nos.		
49	Dak Pad(Clip System)	20	Nos.		
50	Eraser	100	Nos		
51	Document Tray(Plastic)	20	Nos.		
52	Saloo Cloth(Red)	20	Mtr		
53	Loose Rolling Paper(White)	500	Sheets		

**COMPANY SECRETARY**