



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel: 0674-2395391, Fax No: 0674-2395291, website: www.oscsc.in

FAX	EMAIL	WEB	SMS
RP	SP	OP	LOCAL
e-Despatch			

OSCSC-ESTT-ESTT-0021-2024 No. 6960 Date: 20-5-25

SHORT TENDER CALL NOTICE

Sealed tenders in plain paper/letter pad in the prescribed format appended below are invited from the intending Registered Firms / Suppliers located at Bhubaneswar, having valid GST Registration Certificate and Income Tax Clearance Certificate for supply of Office Article / Stationeries, etc., for official use in the Corporation. The details of these articles can be obtained from House Stock & Store of OSCSC Ltd. on any working day between Office hours, and the same can be available on the website of OSCSC Ltd., Bhubaneswar. The tenderer should enclose earnest money of **Rs 25,000.00 (Rupees Twenty Five Thousand)** only in the shape of an Accounts Payee Bank Draft / Pay Order drawn in favour of **Managing Director, OSCSC Ltd., Bhubaneswar**, along with the tender, which will be refunded to the unsuccessful tenderer subsequently whose tender is not accepted. The tenders should reach the undersigned only through Speed Post/ Registered Post, super-scribing the word **"TENDER PAPER FOR SUPPLY OF STATIONERY ARTICLES"** on the envelope containing the Tender. The last date of receipt of the tender is **dated. 11.06.2025 up to 2.00 P.M.**, after which no tender shall be accepted. The tenders shall be opened on **11.06.2025 at 4.00 P.M.** in the presence of tenderers or their authorized representatives in the chamber of FA & CAO, OSCSC Ltd. Bhubaneswar. The item wise short list shall be prepared basing on the lowest rate offered by the tenders. The authority reserves the right to reject any or all tenders without assigning any reasons thereof. The tenders received incomplete shape or after the scheduled date & time shall be summarily rejected. For details please refer to our web site www.oscsc.in.


General Manager (Admn.)

TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES

(1) The Suppliers who have failed to supply the required quantity in required time shall not be eligible to participate in the tender.

(2) Supply of Stationery articles shall be made only as per the approved rate and as per the order given by the Corporation from time to time.

(3) The supply of indented articles shall be made available within 7 (seven) days from the date of issue of indented order.

(4) Failure to supply the total quantity/ part there of the stationeries / articles within the stipulated time would entail imposition of penalty of Rs.100/- per day in addition to forfeiture of EMD.

The accepted tender will remain valid for 2 (Two) years from the date of issue of purchase Committee report unless a decision to the contrary is taken by the Corporation.

LIST OF STATIONERY ARTICLES

Sl No.	Stationery Articles	Brand	Quantity	Rate (Inclusive with GST)
1.	Tag	(Vinayak)	300 Pkts	
2.	Register No.8,10,12	Rajdhani	15 Dozen each	
3.	Envelop (Big) 10"×4" 80 GSM		70,000 No's	
4.	Envelop A/4 Size		4500 No's	
5.	Cloth Envelopes ¼ size		500 No's	
6.	Refill small (Blue,black & Red) and		50 Pkts (S) each	



	Big Refill (Blue,black)		24 Pkts (B) each	
7.	File Board		3000 No's	
8.	Cover file (STAR) Poly Coated		150 No's	
9.	Plastic Folder	EROTIX OT220 (J)	200 No's	
10.	Xerox Paper (A/4) size	JK 75 GSM	4000 Pkts	
11.	Plastic folder L Type	Kolhar	1000 Nos	
12.	Single Punching Machine	Kangaro	4 Dozen	
13.	Double Punching Machine	Kangaro	25 No's	
14.	Big Punching Machine	Kangaro	10 No's	
15.	Stapler (Small)	Kangaro	150 No's	
16.	Stapler Pin (Small)	Kangaro	500 Pkts	
17.	Plastic Dak Pad		50 No's	
18.	Budkin		5 Dozen	
19.	Gum	Cello	20Dozen (300 MI)	
20.	Waste paper basket (Full Cover)	Ankur	50 No's	

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21.	Waste paper basket (Without Cover)	Ankur	50 No's	
22.	Towel(30*60")	Himtex	40 No's	
23.	Towel (36"*72")	BTM	40 No's	
24.	Correction fluid bottle/Pen	Kores	10 Dozens each	
25.	Calculator - 12 Digit	Cello	50 No's	
26.	Parker Refill Small	Parker	1 Dozen	
27.	Pen (Adjel)	Adjel	80 No's	
28.	Pen (Gold ex delta plus)	Use & through Gold	15Dozen	
29.	Wall Clock	Ajanta	20 No's	
30.	Legal Paper		20 Pkts	
31.	Cup & Plate	Bone China	20 Sets	
32.	Pen stand with Pen (4 nos. pen)	Bone China	10 No's	
33.	Desk calendar Stand	Omega	2 Dozen	
34.	Scale (30 C.M.)	Ajanta Steel	4 Dozen	
35.	Paper weight		4 Dozen	

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36.	Pencil battery /Remote battery	Eveready	40 Dozen each	
37.	Tray (Big)	Cello	2 Dozen	
38.	Stamp Pad	Fiber Crystal	2 Dozen	
39.	Stamp Ink	Kores	2 Dozen	
40.	Telephone (Single)	Bettel	20 No's	
41.	Telephone (Double)	Bettel	10 No's	
42.	Good knight liquid		50 No's	
43.	Arch file	Aswini	150 No's	
44.	Less File	Aswini	5 Dozen	
45.	High Lighter	Cello	5 Dozen	
46.	Liquid Soap	Life Buoy	10 No's	
47.	Pencil & Eraser	Cello	10 Dozen Each	
48.	Thorma Flask	Milton(1 ltr)	2 Dozen	
49.	Flag (File)	Oddy	20 Dozen	
50.	Binder Clip		5 Dozen	
51.	Wax		5 Pkts.	

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52.	Training Not Pad	Ashribad	1000 No's	
53.	Glass Tumbler (Good Quality)	Ocean	5 Dozen	
54.	Glass Cover (Good Quality)	Milton	5 Dozen	
55.	Guard File		5 Dozen	
56.	Salu Cloth		50 meters	
57.	Duster Cloth		20 No's	
58.	Electric Kettle	Prestige	10 No's	
59.	Calling Bell(Wireless with Remote)		10 No's	
60.	Big Size Cellotap		50 No's	
61.	Big Size Candle		10 No's	
62.	Training Plastic Folder	Kolor Nine	800 No's	
63.	Training Pen	Elkos Ball Pen	800 No's	
64.	Napkin (White)	Welspun	20 Nos	
65.	Jems Clip	Steel and Plastic	10 Dozen	
66.	A5 Size Stick File		100 Nos	

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67.	Cover file (STAR) Cloth Coated		100 No's	
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LIST OF STATIONERY ARTICLES FOR HOUSE KEEPING SECTION

SI No.	Stationary Articles	Brand	Quantity	Rate (Inclusive with GST)
1.	White Phenyl (PINE OIL)	High Quality	240 ltr	
2.	Liquid Soap	High Quality	120 ltr	
3.	Hydro Chloric Acid	High Quality	120 ltr	
4.	Bleaching Powder	Hygiene Pro	70 Kg	
5.	Wet Mop	Russ	20 No's	
6.	Dry Mop Make (Russ)	Russ	20 No's	
7.	Floor Cotton	High Quality	12 Pkt	
8.	Dusting cotton	High Quality	24 Pkt	
9.	Coir Brush	High Quality	10 Nos	
10.	Toilet Brush	High Quality	20 Nos	
11.	Wiper	Rush	20 Nos	
12.	Flower Broom	High Quality	200 Nos	

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13.	Stick Broom	High Quality	150 Nos	
14.	Copur	Taj 555	20 Kg	
15.	Colour Copur	Sani Cube	140 Pkt	
16.	Hand Wash	High Quality	145 ltr	
17.	Room Freshener	Riya	300 Nos	
18.	Harpic	Power Plus	200 Nos	
19.	Odonil		200 Piece	
20.	Plastic Mug	Ankur	30 Nos	
21.	Plastic Bucket	Ankur	30 Nos	
22.	Belcha	Ankur	24 Nos	
23.	Air Packet Lavender	Godrej Aer	350 Piece	
24.	Colin	Sparking Shine	100 Nos	
25.	Basin Brush	Ankur	25 Nos	
26.	Dry Mop Rifil	Russ	10Nos	
27.	Kalahit (Small)		04 Nos	
28.	Dustbin Padal	Ankur	50 Nos	

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29.	Dustbin Medium	Ankur	50 Nos	
30.	Handwash Bottle (250 ml.)	Dettol	50 Nos	
31.	Lizol (1 Lit.)		50 Nos	
32.	Spider net cleaner		10 Nos	


General Manager (Admn.)
O.S.C.S.C Ltd., BBSR

Memo No. 6961 Date- 20-5-25

Copy to Advertisement Section for information and necessary action. They are requested to publish the same in two widely circulated Odia Daily News Paper on 21.05.2025 in minimum readable space at I & PR Deptt. approved rate.

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20.5.25
General Manager (Admn.)
O.S.C.S.C Ltd., BBSR

Memo No. 6962 Date- 20-5-25

Copy to IT Cell for information and necessary action. The Cell is instructed to hoist the same in the website of the Corporation.

Rup
20.5.25
General Manager (Admn.)
O.S.C.S.C Ltd., BBSR

