



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY.

(Under Science & Technology Department, Government of Odisha.

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Bhubaneswar-751010

Order No. _____ /OREDA ,

Date: _____ /2014

QUOTATION CALL NOTICE

Sealed quotations are invited from prospective firms for supply of the following office stationeries. The firms / suppliers shall submit their rate in each item and brand name with valid STCC against supply of office stationeries on or before 20.10.2014 by 3.00 P.M (list enclosed). The quotations shall be opened at 4.00 P.M on 20.10.2014 in presence of the Quotationers or their authorized representative at OREDA, Bhubaneswar.

The authority reserves the right to accept / reject any or all quotations without assigning any reason there of.

By order of the Chief Executive,

sd/-
Director (Administration)

Encl: As above. (2)

Memo No. 1978 OREDA

Date: 13-10- /2014

Copy to Notice Board/ORED Web site for wide publication.

13-10-14
Director (Administration)
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List of the Stationery Items
with brand name

Sl. No.	List of the Stationery Items with brand name	Rate of each item
1	2	3
1	Attendance Register	-
2	Alpin	
3	Arch File	
4	Folder file plane/Auto clip file	
5	Bucket	
6	Bodkin	
7	Battery (small)	
8	Xerox Paper ,JK-A4	
9	Carbon	
10	Duster cloth	
11	Dak pad	
12	White Erazex fluid	
13	Cello Tape (big)	
14	Calculator-12 digit	
15	Cutter Pencil	
16	shallow cloth	
17	Cup & plate	
18	Spoon	
19	HP Cartridge-12A-1020	
20	HP Cartridge-88A-1007	
21	Duplicating Paper	
22	Dak bag	
23	Envelop small (10"/4")	
24	Envelop big (10"x11")	
25	Fly leaf	
26	Gum big	
27	Gum small	
28	Guard file	
29	Gramacine	
30	Glass / Tumbler	
31	High Point marker pen	
32	Zems clip	
33	plastic Mug	
34	Odonil	
35	Pin cushion	
36	Paper Weight	
37	Pencil	
38	Pen	
39	Punching Machine	
40	Pen stand and Pen	
41	Pad (hand pad)	
42	White cloth cotton	
43	Rolling Register	

Sl. No.	List of the Stationery Items with brand name	Rate of each item
1	2	3
44	Room Spray	
45	Stapler pin (big)	
46	Stapler pin (small)	
47	Stapler machine (small)	
48	Stamp pad	
49	Stamp pad ink	
50	Steno Book	
51	Scale bar	
52	Signature Pad	
53	Sketch pen	
54	Tag(Good quality)	
55	Thermo flax	
56	Thread	
57	Niddle	
58	Sticker-Flag	
59	Stapler Machine (big size)	
60	Pen drive (8GB)	
61	Scizor (stainless steel)	
62	Board file	
63	Note Sheet	
64	Pen for Officers	