

**DIRECTORATE OF TEACHER EDUCATION AND SCERT,  
ODISHA, BHUBANESWAR.**

**SHORT TENDER (QUOTATION) CALL NOTICE**

No.....2452..... /TE & SCERT

Date.....18.5.2022.....

Sealed quotation/short tender are invited from the Registered Firms located at Bhubaneswar or Cuttack having valid GST Certificate for supply of Office Articles/ Stationary and computer consumables Article for official use in Directorate of TE & SCERT, Odisha, Bhubaneswar for the year **2022-2023**. A list of articles is attached in this notice to facilitate to submit the rate (s) of the articles.

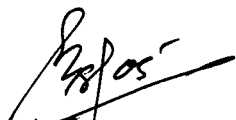
The authority ~~has~~ reserves the right to accept/reject any or all quotation/short tender without assigning reason thereof. The quotation/short tender should reach the undersigned on or before **Dt.13.06.2022 at 5.30 P.M. positively** and the said quotation will be opened on **16.06.2022 at 3.00 P.M.** of this Directorate .The GST certificate should have validity up to 31.03.2022.

**Terms and Conditions:**

The authority is not bound to accept the lowest quoted rate if the firm does not fulfill the entire requisite as considered necessary requirement as per rule.

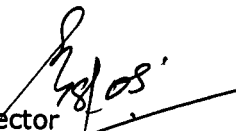
The firm (s) is requested to furnish the GST Clearance Certificate during the submission of bill otherwise the payment will not be considered at any case.

The payment will be made as early as possible after delivery of quality goods and submission of genuine bills.

  
Director  
TE & SCERT, Odisha, BBSR.


Memo No. 2453 /dt. 18.5.2022

Copy to **Notice Board of the Directorate of TE & SCERT, Odisha, Bhubaneswar/ Web-site/ School and Mass Education Department/OSEPA, Bhubaneswar/ Commerce & Transport Department and Principal, NDW CTE, Bhubaneswar** for information and necessary action.

  
Director

Memo No. 2454 /dt. 18.5.2022

Copy to **All Heads of the Department located at Bhubaneswar** for information and necessary action.

  
Director

## LIST OF STATIONARY MATERIALS REQUIRED DURING 2022-2023 OF THIS DIRECTORATE

Sl. No.	Name of the Item	Make / Brand	Approximate Quantity	% of GST	Rate with GST
1.	AC Freshener Gel				
2.	Acid				
3.	Air Freshener Cake Type				
4.	Alpine (100 gm) packet				
5.	Battery (Big)				
6.	Battery (Small)				
7.	Binder Clip				
8.	Bleaching Power				
9.	Bodkin				
10.	Bucket (Big / Small)				
11.	Calculator (Big) 12 digit				
12.	Calculator (Small) 12 digit				
13.	Calling Bell				
14.	Car Freshener Gel				
15.	Cello Tape (Big / Small / Medium)				
16.	Clip Board File				
17.	Computer Clean Brush (1" size)				
18.	Counting Sponge				
19.	Cover File				
20.	Cup (Ceramic)				
21.	Chair Cushion				
22.	Dettol Hand Wash				
23.	Dettol Soap				
24.	Door Mat				
25.	Drawing Sheet (A3 / A4) (White / Colour)				
26.	Dustbin				
27.	Duster Cloth				
28.	Envelope (6x4) (9x4) White				
29.	Envelope A4 (White)				
30.	Eraser				
31.	Extension Board with 03 Socket				
32.	Fan Capacitor				
33.	Fevistick (Big / Small)				
34.	File Board (300 No.)				
35.	File Movement Register				
36.	Floor Clean Duster				
37.	Floor Cleaner (Cotton) Refill				
38.	Floor Wash with Handle				
39.	Flower Broom				
40.	Fly Leaf				
41.	Folder File (Plastic)				
42.	Folder File (VIP)				
43.	Gel Pen				
44.	Gems Clip (Steel / Plastic)				

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Make / Brand</b>	<b>Approximate Quantity</b>	<b>% of GST</b>	<b>Rate with GST</b>
45.	Glass				
46.	Guard File				
47.	Gum (Big / Small)				
48.	Hand Sanitizer				
49.	Hand Towel (16" x 24")				
50.	Hand Wash (200 ml / 750 ml)				
51.	Harpic				
52.	Highlighter Pen				
53.	Identity Card				
54.	Jack Clip				
55.	Jute Thread				
56.	Khadika Jhadu				
57.	L Folder				
58.	LED Bulb				
59.	Lock and Key (Big / Medium / Small)				
60.	Lysol Liquid				
61.	Marker Pen (Permanent)				
62.	Marker Pen (White Board)				
63.	Moff				
64.	Naphthalene Ball (Colour)				
65.	Naphthalene Ball (White)				
66.	Notebook (Long)				
67.	Notice Board				
68.	Nymile				
69.	Page Marker (Big / Small)				
70.	Paper Cutter				
71.	Paper Weight				
72.	Pen (Black / Blue / Red / Gree)				
73.	Pen Stand (Big / Small)				
74.	Pencil				
75.	Phenyl (Black)				
76.	Phenyl (Green)				
77.	Phula Jhadu				
78.	Pin Cushion				
79.	Plastic Bucket				
80.	Plastic Jhadu				
81.	Plastic Mug (Big / Small)				
82.	Plate (Ceramic)				
83.	Plug				
84.	Printed Register, 04, 06, 08, 10, 12, 14, 18, 20, 24, 30, 36, 40				
85.	Punching Machine (Single / Double)				
86.	Rolling Register, 04, 06, 08, 10, 12, 14, 18, 20, 24, 30, 36, 40				
87.	Room Freshener				
88.	Scissor (Big / Small)				
89.	Self Ink Stamp				

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Make / Brand</b>	<b>Approximate Quantity</b>	<b>% of GST</b>	<b>Rate with GST</b>
<b>90.</b>	Sharpener				
<b>91.</b>	Sketch Pen				
<b>92.</b>	Stamp Pad				
<b>93.</b>	Stapler (Big)				
<b>94.</b>	Stapler (Medium)				
<b>95.</b>	Stapler (Small)				
<b>96.</b>	Stapler Pin (Big / Small / Medium)				
<b>97.</b>	Steel Scale (Big / Small)				
<b>98.</b>	Sutuli				
<b>99.</b>	Tag (Big / Small)				
<b>100.</b>	Thermo Flask (01 Ltr.)				
<b>101.</b>	Tubelight				
<b>102.</b>	Turkish Towel (60" x 30")				
<b>103.</b>	Turkish Towel (72" x 36")				
<b>104.</b>	Vim Liquid				
<b>105.</b>	White Board				
<b>106.</b>	White Board Duster				
<b>107.</b>	White Fluid				
<b>108.</b>	White Paper				
<b>109.</b>	Wood Steel Scale (Big / Small)				
<b>110.</b>	Writing Pad (Big / Small)				
<b>111.</b>	Xerox Paper (A3)				
<b>112.</b>	Xerox Paper (A4)				
<b>113.</b>	Xerox Paper (Legal)				

**Annexure – B**

**LIST OF COMPUTER CONSUMABLE MATERIALS  
REQUIRED DURING 2022-2023 OF THIS DIRECTORATE**

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Make / Brand</b>	<b>Approximate Quantity</b>	<b>% of GST</b>	<b>Rate with GST</b>
<b>1.</b>	HP 12A Catridge				
<b>2.</b>	HP 88A Catridge				
<b>3.</b>	Keyboard				
<b>4.</b>	Mouse				
<b>5.</b>	Pen Drive (64 GB)				
<b>6.</b>	Anti Virus (05 Users)				
<b>7.</b>	Canon Toner (Model : 2520)				
<b>8.</b>	Refilling of Toner Catridge (HP 12A Catridge)				
<b>9.</b>	Refilling of Toner Catridge (HP 88A Catridge)				
<b>10.</b>	Refilling of Toner Catridge by replacing Drum, Blade				
<b>11.</b>	Refilling of Toner Catridge by replacing Blade				
<b>12.</b>	UPS Battery				