



ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD.

Ref. No. 484

Date 19.02.24

TENDER CALL NOTICE

Sealed quotation is invited from registered firm for supply of Printing of the Form & Register & Office stationary items for the financial year 2024-25. The Tender Paper can be obtained from the office of the Undersigned on deposit of Rs.1000/- (Rupees One thousand) only in cash towards cost of the **each tender** paper & schedule forms on any working days from Dt. 20.02.2024. The last date for sale of tender paper is Dt. 28.02.2024 by 3 P.M. The Tender Papers is available in the website of OSCHC Ltd, Bhubaneswar www.utkalikaodisha.in. The tender paper will be opened on the same day i.e. on Dt. 28.02.2024 at 4.00 P.M. in presence of the Tenders or their authorised representatives and officials of the Corporation.

The authority reserves the right to cancel/reject any or all the tender paper without assigning any reason thereof.


Managing Director

**TENDER PAPER
FOR PRINTING OF
THE FORM AND
REGISTER
FOR THE
FINANCIAL
YEAR 2024-25**

ODISHA STATE CO.OP.HANDICRAFTS CORPORATION,D-2/3 &4 , RASULGARH IE, RASULGARH, BHUBANESWAR-751010
Form for Submission of Tender Paper for Printing Items for the year - 2024-25

Form No
 Date of Issue

Sl. No.	Particulars	Size	Quality of paper	Quantity	Rate (Excluding GST)	Remarks
1	Advance requisition form (other than T.A) Size 8x10.5x1x100	Size 8X10.5X1X100 (One side printing with half pound board at bottom)	Sample at HO			
2	Attendance Register 100 Folio	8 1/2" x 13 1/2" Cover binding with fall cloth and printing				
3	Bank Book 100 page	8.5" x 13.5" canvas binding with cloth indexing & printing				
4	Bank Payment Voucher (1X100) Yellow Color	8.5"X7" printing with pad setting with Half Pound Board.	Sample at HO			
5	Bank Receipt Voucher (1X100) (Light Green)	8.5"X7" printing with pad setting with Half Pound Board.	Sample at HO			
6	Cash Book - Head Office 300pg	8.12" x 13.5" canvas with full cloth binding in dexing and printing	Conquest Paper: 11.90kg.			
7	Cash Memo, Airport, Bhubaneswar (1X3X100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy			
8	Cash Memo, Bangalore (1x3x100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy			
9	Cash Memo, Bhubaneswar (1x3x100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy			
10	Cash Memo, Cuttack (1x3x100)	Size:81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy			
11	Cash Memo, Grand Centre Puri (1x3x100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy			
12	Cash Memo, Jeypore (1x3x100)	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy			

13	Cash Memo, Navi Mumbai (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
14	Cash Memo, New-Delhi (1x4x100)	Size 8.1/2 x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
15	Cash Memo, Pipili (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
16	Cash Memo, Pune (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
17	Cash Memo, Rourkela (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
18	Cash Memo, Sambalpur (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
19	Cash Memo, General (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
20	Cash Memo, Hyderabad (1X3X100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
21	Cash Memo, Kolkata (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
22	Cash Sheet for Branch (1x100)	13"x16" printing with pad setting with Half Pound Board.	11.90 kg. M. Bloan S.F.				
23	Cash Payment Voucher (1x100)	8.5X7 printing with pad setting with Half Pound Board.	Sample at HO				
24	Credit Bank Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO				
25	Credit Bill (1x4x25)	8.5"x10.5" demoy cloth lining with 1.5 pound Board.	Amarabati 3 Copy SPA 1 Copy				
26	DCCCS Journal Voucher (1X100)	A-4 Size (Printing with pad setting with Half Pound Board.)	Sample at HO				
27	D.F.A Pad (1x100)	8" x 13" printing with pad setting with half pound board.	MB White Legal Size Balarpur 7.90 kg.				
28	Debit Bank Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO				

29	Debit Cash Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO					
30	Envelop 10"x5"	Bi - Colour Printing	52 kg craft white paper					
31	Envelop 12" x 8.5"	Bi - Colour Printing	52 kg craft white paper					
32	Fly Leaf	10"x14' Bi-colour printing with pasted cloth in middle 2.1/2"	18.00kg Board					
33	General Ledger 500 pg with index	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy					
34	General Ledger 700 pg with index	9" x 14' canvas binding with full cloth indexing and printing	Conquest paper 11.9 kg.					
35	Invoice - Cum - Challan (1x4x25)	8" x 10.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy					
36	Invoice - Cum - Challan (1x4x50)	8" x 10.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy					
37	Journal Register 100 Folio	8 1/2"x 13 1/2" Canvas binding with fall cloth indexing and printing						
38	Journal Register 200 Folio	8 1/2"x 13 1/2" Canvas binding with fall cloth indexing and printing						
39	Journal Register 400 Folio	8 1/2"x 13 1/2" Canvas binding with fall cloth indexing and printing						
40	Journal Voucher 1x 100	8.5X7 printing with pad setting with Half Pound Board.	Sample at HO					
41	Ledger 200 folio with index	8.5" x 13.5" canvas binding with cloth indexing & printing						
42	Letter Pad (1x100) A4 size	8" x 11.1/2" with pad setting with half pound board (Bi-Colour printing)	J. K. Paper					
43	Mail inward 100pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.					

44	Mail inward 200pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.						
45	Mail outward 100pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.						
46	Mail outward 200pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.						
47	Money receipt book 1x2x100 size 5" x 8.5"	One side printing demy cloth lining with 1.5 pound board							
48	Money receipt book 1x2x50 size 5" x 8.5"	One side printing demy cloth lining with 1.5 pound board							
49	Money Receipt Size- 8x10.5x1x100	One side printing with half pound board at bottom							
50	Monthly Craft wise return 1x3x50	8.5" x 12.5" printing with pad setting with half pound board	Amarabati two copy one copy SPA						
51	Note Sheet (1x100)	8" x 13" both side printing with pad setting half pound board.	Conquest paper 11.9kg.						
52	Packing List (1x4x50)	10.1/2" x 8.5" printing stitching with cloth binding and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy						
53	Price Sticker	1" x 2" one side printing							
54	Purchase Order (1x4x50)	10.1/2" x 8.5" printing stitching with cloth binding and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy						
55	Purchase Voucher (1x4x50)	10.1/2" x 8.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy						
56	Requisition Slip 1x100 size 8-5" x 5"	One side printing with half pound board at bottom Sample at HO							
57	Rough Pad / Note pad size 8" x 8 1/2 ", 1x50	Size 8" x 8 1/2 ", 1x50	Sample at HO						
58	Sticker (Washing Instruction)	Size 2.5"X9"	Sample at HO						

59	Store Ledger 100pg	8.1/2"x13.1/2" Canvas binding with full cloth indexing and printing	Conquest paper 11.9kg.			
60	Store Ledger 200pg	8.1/2"x13.1/2" Canvas binding with full cloth indexing and printing	Conquest paper 11.9kg.			
61	Subsidiary ledger 100 folio, with index	8.5" x 13.5" canvas binding with cloth indexing & printing				
62	T.A. Bill Form	Size 8x13 DF one side printing with half pound board at bottom	Balarpur 7.00 kg			
63	Tour Certificate form 8" x 13"	Size 8x13 DF one side printing with half pound board at bottom	Sample at HO			
64	Travelling Advance requisition Form	Size 8x10.5" (1x100) one side printing with half pound board at bottom	Balarpur 7.00 kg			
65	Verification Sheet 1x100	13"x16" printing with pad setting with Half Pound Board.	Sample at HO			
66	Voucher Abstract 1x100	8.5"x13 printing with pad setting with Half Pound Board.	Sample at HO			

NB:

- 1 Copy of GST registration certificate to be submitted.
- 2 Sample of the paper to be submitted
- 3 Money receipt in original for purchase of tender paper is to be submitted
- 4 EMD @4% will be deposited on order amount before execution of order.
- 5 In Case of failure for execution of order in full with in the stipulated period liable for forfeited of EMD
- 6 The authority reserves the right to accept/ cancell the tender, without assigning any reason thereof.
- 7 The tender should reach this office on or before Dt . 28.02.2024 by 3:00 pm. representative.
- 8 The tender paper will be open on Dt.28.02.2024 at 4.00 PM in presence of the Tenderer or their authorised representatives and officials of the Corporation.

Signature of Tenderer



**TENDER PAPER
FOR OFFICE
STATIONARY
ITEMS FOR THE
FINANCIAL
YEAR 2024-25**

**ODISHA STATE CO-OP.HANDICRAFTS CORPORATION, D -2/4, RASULGARH INDUSTRIAL
ESTATE, BHUBANESWAR-10**

Form for Submission of Tender Paper for Stationary items for the year of 2024-25

Sl No	Name of the item	Brand	Size	Unit	Rate	Remarks
1	Attender Register		No. 8	Per Pcs		
2	Attender Register		No. 4	Per Pcs		
3	Allpin	Bell		Per Packet		
4	Audit Pencil			Per Pcs		
5	Aside		500 ml	Per bottle		
6	A-4 Paper	JK		Per Packet		
7	Battery (Big)	Everyday		Per Pcs		
8	Battery (Small) (Pencil)	Everyday		Per Pcs		
9	Collin Spray		500 ml	Per bottle		
10	Colling Bell (Hand)			Per Pcs		
11	Cello Tapè		2"	Per Packet		
12	Cello Tape		1"	Per Packet		
13	Cello Tape		1/2"	Per Packet		
14	Carboon Small	Kores		Per Packet		
15	Carboon (Big)	Kores		Per Packet		
16	Cover File			Per Pcs		
17	Clip File			Per Pcs		
18	C.F.L. Bulb	Philips	9W	Per Pcs		
19	LED Bulb	Philips	9W	Per Pcs		
20	Calculater	ORPAT		Per Pcs		
21	Dustbin (Plastic)			Per Pcs		
22	Double head Pen	Link		Per Pcs		
23	Correction Fluid	Kores	Pen	Per Pcs		
24	Duster Cloth			Per Pcs		
25	Budkin (Fodani)			Per Pcs		
26	Fax Roll	Kores		Per Pcs		
27	File Board			Per Pcs		
28	L Folder (Plastic)		A-4/FS	Per Pcs		
29	File leaf with cloth			Per Pcs		
30	Febicall			Per Pcs		
31	Gum	Camel	700 ml.	Per bottle		
32	Guard File			Per Pcs		
33	Gramacine Powder		1/2 Kg Pkt	Per Packet		
34	Glass Tumber			Per Pcs		
35	Gems clip / U clip			Per Packet		
36	Harpick		500 MI	Per bottle		
37	Harpick Tablet			Per Pcs		
38	Marking Pen	Camel		Per Pcs		

SI No	Name of the item	Brand	Size	Unit	Rate	Remarks
39	Maga (Plastic)			Per Pcs		
40	Note pad		7"X8.5"	Per Pcs		
41	Napthaline (Ball)		100 gm	Per Packet		
42	OK Pwder		1/2 Kg	Per Packet		
43	Odemin			Per Packet		
44	Phyniel	White	1 Ltr	Per Bottle		
45	Peon book			Per Pcs		
46	Pencil	Apsare		Per Pcs		
47	Pencil Cutter			Per Pcs		
48	Paper Weight (Glass)			Per Pcs		
49	Pen stand			Per Pcs		
50	Pin Cushion			Per Pcs		
51	Phool Jhadu			Per Pcs		
52	Double head punching Machine	Camel		Per Pcs		
53	Single head punching Machine	Camel		Per Pcs		
54	Rolled Register		18 No.	Per Pcs		
55	Rolled Register		16 No.	Per Pcs		
56	Rolled Register		14 No.	Per Pcs		
57	Rolled Register		12 No.	Per Pcs		
58	Rolled Register		10 No.	Per Pcs		
59	Rolled Register		8 No.	Per Pcs		
60	Rolled Register		6 No.	Per Pcs		
61	Rolled Register		4 No.	Per Pcs		
62	Rolling Pages		1 Rim	Per Rim		
63	Reffil small			Per Pkt		
64	Room freshner	Riya		Per bottle		
65	Erager			Per Pcs		
66	Stappler Small	Kangaroo	No- 10	Per Pcs		
67	Stappler Big	Kangaroo		Per Pcs		
68	Stappler Pin Small		No - 10	Per Pcs		
69	Stappler Pin Big			Per Packet		
70	Scale (plastic)	Camel	12"	Per Pcs		
71	Stamp Pad Ink		200 ml	Per Pcs		
72	Service Book			Per Pcs		
73	Signature Pad			Per Pcs		
74	Stamp Pad			Per Pcs		
75	Scissior (Big)			Per Pcs		
76	Scissior (Medium)			Per Pcs		
77	Scissior (Small)			Per Pcs		
78	Tag			Per Packet		
79	Tuble light Phillips		40 W	Per Pcs		

SI No	Name of the item	Brand	Size	Unit	Rate	Remarks
80	Towell		Big	Per Pcs		
81	Towell		Small	Per Pcs		
82	Vim Powder		1/2 Kg	Per Pcs		
83	White Paper		1 Rim	Per Rim		
84	Use & through Pen			Per Pcs		
85	Dettol hand wash		200 ml	Per bottle		
86	Arch file (big)			Per Pcs		
87	Broom (cocunut Khadika)			Per Pcs		
88	File Flag (Colour)			Per Packet		
89	Sanitizer		5 ltr	Per Pcs		
90	Hand Wash		50 ml	Per Pcs		

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Signature of Tenderer

