

**TENDER PAPER
FOR OFFICE
STATIONARY
ITEMS FOR THE
FINANCIAL
YEAR 2025-26**

**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 Tape		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		

Sl 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 Bottle		
44	Phyniel	White	1 Ltr	Per Pcs		
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		

- 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/ cancel 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

