



ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD.

Ref. No.

1260/ESH/02/01/2026-27

Date

21.4.2026

SHORT TENDER CALL NOTICE

Sealed quotations are invited from registered firms for Printing of Forms, Registers & supply of Office stationary items for the financial year 2026-27. The Tender Paper can be obtained from the office of the undersigned on deposit of Rs.1500/- (Rupees One thousand five hundred) only in cash towards the cost of each Tender Paper & Schedule Forms on any working days from **Dt.22.04.2026**. The last date for sale & receipt of Tender Paper is **Dt.28.04.2026 up to 3 P.M.** The Tender Paper 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.28.04.2026 at 4.00 P.M.** in presence of the Tenderers 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
FORMS & REGISTERS AND SUPPLY OF
OFFICE STATIONERY ITEMS:**

FINANCIAL YEAR 2026-27

Annexure -I

**ODISHA STATE CO-OP.HANDICRAFTS CORPORATION, D -2/3 & 4, RASULGARH INDUSTRIAL
ESTATE, BHUBANESWAR-10**

Form for Submission of Tender Paper for Stationary items for the year of 2026-27

Sl No	Name of the item	Brand	Size	Unit	Rate	Remarks
1	Attendance Register		No. 8	Per Pcs		
2	Attendance Register		No. 4	Per Pcs		
3	Allpin			Per Packet		
4	Audit Pencil			Per Pcs		
5	Note Pad			Per Pcs		
6	A-4 Paper	JK		Per Packet		
7	Battery (Big)	Eveready		Per Pcs		
8	Battery (Small) (Pencil)	Eveready		Per Pcs		
9	Collin Spray		500 ml	Per bottle		
10	Calling Bell (Remote)			Per Pcs		
11	Cello Tape		2"	Per Packet		
12	Cello Tape		1"	Per Packet		
13	Cello Tape		1/2"	Per Packet		
14	Carbon Paper Small	Kores		Per Packet		
15	Carbon Paper (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	Calulator	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	Paper Punching Machine			Per Pcs		
27	File Board			Per Pcs		
28	L Folder (Plastic)		A-4/FS	Per Pcs		
29	File leaf with cloth			Per Pcs		
30	Fevicol Glue			Per Pcs		
31	Gum	Camel	700 ml.	Per bottle		
32	Guard File			Per Pcs		
33	Gramaxin Powder		1/2 Kg Pkt	Per Packet		
34	Glass Tumbler			Per Pcs		
35	Gemş clip / U clip			Per Packet		
36	Harpick		500 MI	Per bottle		
37	Harpick Tablet			Per Pcs		
38	Highlighter Pen			Per Pcs		
39	Mug (Plastic)			Per Pcs		
40	Note pad		7"X8.5"	Per Pcs		
41	Napthalene (Ball)		100 gm	Per Packet		
42	Detergent Powder		1/2 Kg	Per Packet		

43	Odonil Air Freshner			Per Packet		
44	Phenyl liquid	White	1 Ltr	Per Bottle		
45	Peon book			Per Pcs		
46	Pencil			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			Per bottle		
65	Eraser			Per Pcs		
66	Stappler Small		No- 10	Per Pcs		
67	Stappler Big			Per Pcs		
68	Stappler Pin Small		No - 10	Per Pcs		
69	Stappler Pin Big			Per Packet		
70	Hand Napkin Towel			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	Packaging Ink			Per Pcs		
80	Towell		Big	Per Pcs		
81	Towell		Small	Per Pcs		
82	Drinking Glass			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			Per Pcs		
90	Steel Scale (15") Size			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/ cancell the tender, without assigning any reason thereof.
- 7 The tender Paper should reach this office on or before Dt.28.04.2026 by 3:00 pm.
- 8 The tender paper will be opened on Dt. 28.04.2026 at 4.00 PM in presence of the Tenderer or their authorised representatives and officials of the Corporation.

Signature of Tenderer

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 - 2026-27

Form No

Date of Issue

Sl. No	Particulars	Size	Quality of paper	Quantity	Rate (Excluding)	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	Sample at HO			
3	Bank Book 100 page	8.5" x 13.5" canvas binding with cloth indexing & printing	Sample at HO			
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 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
12	Cash Memo, Jeypore (1x3x100)	Size 8 1/2" 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, Pipli (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" demy cloth lining with 1.5 pound Board.	Amarabati 3 Copy SPA 1 Copy				
26	DCCS 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	J. K. Paper				
42	Letter Pad (1x100) A4 size	8" x 11.1/2" with pad setting with half pound board (Bi-Colour printing)	Conquest paper 11.9kg.				
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	Daily Sale Report Form		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	Riciept & expenditure Form		Per Pcs			
66	Voucher Abstract 1x100	8.5"x13 printing with pad setting with Half Pound Board.	Sample at HO			

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