

Notice No. 25

/ SCEC/ Store-01/2023/

Date. 05.01.2024

### Quotation call Notice

Sealed quotations on Letter Pad are invited from intending Firms/ Suppliers/ dealers of Bhubaneswar having valid GSTIN for supply of goods of Branded Company as detailed below for official use of the State Cooperative Election Commission. The details of the specification and terms & conditions are also available in the official websites <https://scec.odisha.gov.in>. Interested parties may submit their Quotation in a sealed cover super scribing “**Quotation for supply of Sanitary/ Office Stationary/ Computer Consumable of State Cooperative Election Commission**” which should reach on or before **20.01.2024 by 3:00PM** positively. The quotation may be sent through Speed Post/Courier to the Secretary, State Cooperative Election Commission, Odisha. The quotation received after the stipulated date and time shall not be entertained in any circumstances and shall be summarily rejected. **The Quotation will be opened on 20.01.2024 at 03:30 PM.** The undersigned reserve the right to reject any or all quotations and cancel the Quotation Notice without assigning any reasons thereof.

**Contact Person: Sri Sudhansu Ray, Assistant Section Officer.**

**Contact Number: 9090919567/9348516104**

#### REQUIREMENT OF SANITARY ITEMS

SL No	Particular items	Quantity (in Nos.)
1	Phool Jhadu	06 Nos.
2	Seek Jhadu	06 Nos.
3	Mug ( Plastic)	05 Nos.
4	Odonil	12 Nos.
5	Cloth Duster	50 Nos.
6	Detergent Powder Pouch	03 Kg.
7	Liquid Dish wash	05 Nos.
8	Phenyl ( Doctor Black)	20 Nos.
9	Room Spray (Lemon)	12 Nos.
10	Pan Brush (pan)	06 Nos.
11	Pan Brush (Basen)	06 Nos.
12	Naphthalene ball	02 Kg.
13	Lyzol	12 Nos.
14	Gamaxin Poder	04 Kg.

#### REQUIREMENT OF COMPUTER CONSUMABLE ITEMS

SL No	Particular items	Quantity (in Nos.)
1	Pen Drive (64 GB)	10 Nos.
2	Printer Cartridge (HP Laser MFP 136nw)	03 Nos.
3	UPS	05 Nos.

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**REQUIREMENT OF OFFICE STATIONARY ITEMS**

SL No	Particular items	Quantity (in Nos.)
1	Use & Throw Pen (Black)	50 Nos.
2	Use & Throw Pen (Red & Blue)	50 Nos.
3	Almirah of Godrej Brand (20gauge) (5ft)	01 Nos.
4	Emergency Light	01 Nos.
5	Dinner Set	01 Nos.
6	Cup Plate Set	04 Nos.
7	Tray (Big)	01 Nos.
8	Tray (Small)	01 Nos.
9	Battery (AA)	50 Nos.
10	Tag	10 Bundles.
11	Xerox Paper	50 Packets.

**TERMS & CONDITIONS OF THE QUOTATIONS CALL NOTICE**

1. The firm should quote the MRP, unit sell price and GST separately.
2. The cost offer against each item will remain valid for one year from the date of finalization of the Quotation. The Supplier should submit an undertaking to supply the required articles as per the quoted rate of each article during the above time period.
3. The quantity may increase or decrease as per the requirement of the Office.
4. The selected L1suppliers are requested to supply the articles in the Office of the Secretary, State Cooperative Election Commission, Odisha in good condition **within seven days of issue of Purchase Order** and submit the bills in triplicate along with Bank details for payment through the Bank Account.

Memo No.26

Copy forwarded to all Heads of Department for display in their Notice Board / Senior Informatics Officer, National Informatics Centre, Odisha State Centre, Sachivalaya Marg, Unit-IV, Bhubaneswar for wide circulation and Publicity.

Secretary  
Date:05.01.2024

Memo No.27

Copy forwarded to the IT Cell of this Commission for publication of the quotation call notice in the Official website of the Commission.

Secretary  
Date:05.01.2024

Secretary  
5.1.2024