



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT
DIRECTORATE OF FAMILY WELFARE, ODISHA, BHUBANESWAR

Phone-0674-2391625

Email-dfwodisha@gmail.com

Letter No. 11492 / F.W.E.- XIX-01/2024

Bhubaneswar Dt. 31.12.2024

TENDER CALL NOTICE FOR PROCUREMENT OF OFFICE STATIONERY

Sealed tenders in plain/paper/letter pad enclosed with desired information as per the format enclosed, are invited from intending registered firms/suppliers located at Bhubaneswar having valid GSTIN and having filed up-to-date returns under both Income Tax and GST for supply of office stationery during the year 2024-25 for office management of DFW, Odisha. The list of materials for purchase including the quantity of requirement of each item is placed at Annexure-A. The details of the appropriate requirement of these article can be obtained from the notice board of DFW, Odisha or the Office Establishment Section on any working day between 2.P.M. to 5 P.M. in person or can download from the DFW, Website9tender-advertisement). Supply of materials shall be made as per requirement from time to time during the year 2024-25. The tenderers will deposit Rs.5000/-(Five thousand) in shape of A/c payee bank draft issued by any Nationalized Bank drawn in favour of the D.D.O. Establishment Officer, FW, DFW, Odisha. Payable at Bhubaneswar which will be refundable to the tenderers. The tender papers should be deposit in Office Establishment Section, FW upto 5 P.M. on 17.01.2025, being the last day fixed for the purpose. The tenders shall opened on 20.01.2025 at 4.P.M. in presence of tenderers or their authorized representative before the purchase committee in the Conference Hall of DFW, Odisha. A shortlist of suppliers shall be made basing on the lowest rates offered by the tenderers. The authority reserves the right to reject all or any tender(s) without assigning any reason thereof. The tenders received in incomplete form of after the scheduled date and time shall be liable for rejection. The accepted tenders will be valid for current financial year, i.e. 2024-25.

Memo No. 11493 / Bhubaneswar dated the 31.12.2024 ✓
Director of Family Welfare, Odisha.

Copy forwarded to Joint Director, FW/Account Officer, FW/ Establishment Officer(FW)-Cum-DDO for information and necessary action.

Memo No. 11494 / Bhubaneswar dated the 31.12.2024 ✓
Director of Family Welfare, Odisha.

Copy along with a detailed list of materials/articles forwarded to all Directorate of Combined Health for information and necessary action. It is requested to please display a copy in the notice board for wider publicity.

✓
Director of Family Welfare, Odisha.
P.T.O.

Memo No. 11495 / Bhubaneswar dated the 31.12.2024

Copy along with a detailed list of materials/articles forwarded to Nodal Officer, IT, O/o-
DFW, Odisha with a direction to upload the same in the DFW, Odisha website.

S. Balu
30/12/2024
Director of Family Welfare, Odisha.
A

GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT
DIRECTORATE OF FAMILY WELFARE, ODISHA, BHUBANESWAR

Phone-0674-2391625

Email-dfwodisha@gmail.com

Letter No. 11492 / F.W.E.- XIX-01/2024

Bhubaneswar Dt. 31/12/2024

TENDER CALL NOTICE FOR PROCUREMENT OF OFFICE STATIONERY

ANNEXURE-A

Sl No	Name of the items to be supplied	Quantity	Unit price (including GST)	Total Price (Including GST)
1	Xerox Paper 70GSM A/4	150 PKT		
2	Xerox Paper 75GSMA/4	150 PKT		
3	Xerox Toner HP Laser Jet-56 A	10 Nos		
4	2" Cello tape	33 Nos		
5	Duster Cloth 36" x 72 "	30 Nos		
6	Duster Cloth 30" x 60 "	20 Nos		
7	Executive Duster Cloth 36" x 72 "	15 Nos		
8	Bottle Steel(Milton) 1 ltr	40 Nos		
9	Pen Drive-16 GB	5 Nos		
10	Pendrive-32 GB	5 Nos		
11	Computer Key Board	10 Nos		
12	Mouse	10 Nos		
13	Big Stapler HP 45	10 Nos		
14	Small Stapler HD-10D	10 Nos		
15	Cloth Envelope(16 x 12)'	2000 Nos		
16	Envelope(10 x 4.5)'	5000 Nos		
17	Envelope (6 x 4)'	2000 Nos		
18	Nimayle	100 Ltr.		
19	Gum 700 ML Camel	10 Nos		
20	Bleaching 500 gm	20 Nos		
21	Antivirus Qickheal 10 users(One Year)	2 Nos		
22	Hand Towel 16x24'	15 Nos		
23	Harrick 500 ml	50 Nos		
24	Dettol Hand wash pump 200ml	50 Nos		
25	Lizyol 500ml	50 Nos		
26	Acid 1lt.	12 Bottles		
27	Budkin	12 pkts		
28	Napthaline Bulb	2kg		
29	Sanifresh 12 piece	10 Pkts		
30	Room Sprayer Riya/Rajanigandha	20 Bottles		
31	Dustbin	10 Nos		
32	Tag	20 Bondle		
33	Register-40	5 Nos		
34	Register-30	5 Nos		
35	Register-20	10 Nos		
36	Register-12	10 Nos		
37	Register-10	5 Nos		
38	Register-8	5 Nos		
39	White Board Marker	20 Nos		
40	Cup Plate Set	1 No		
41	Thermo flash 500 mg	1 No		
42	Stock Register	1 No		
43	Bill Register	2 Nos		
44	Contingent Register	2 Nos		
45	Stamp Pad	10 Nos		
46	Stamp ink	10 Bottles		
47	L Folder	30 Nos		
48	Binding Clip	20 Nos		

49	Executive pen	10 Nos		
50	Pen Rs.10	30 Nos		
51	Pilot 0.5 pen	10 Nos		
52	Pencil battery	10 Nos		
53	Attendance Register	6 Nos		
54	File Board	25 Nos		
55	Cloth File Board	25 Nos		
56	Calculator Big Size	10 Nos		
57	Mop	5 Nos		