



GOVERNOR'S SECRETARIAT, ODISHA
RAJ BHAVAN, BHUBANESWAR-751 008

No. GOV-HH-FI-0001-2021/ 903 /SG(HH) dated 22nd January, 2021

QUOTATION CALL NOTICE

Separate sealed quotations in respect of the items/articles mentioned against each serial no. (as per the following details) in official letter pad are invited from the interested Registered Firms / Authorized Distributors /Authorized Stockiest / Authorized Dealers located at Bhubaneswar and Cuttack having valid PAN card and GSTIN or Manufacturers for supply of the following to Raj Bhavan, Bhubaneswar for supply of the articles like Crockery, stainless steel cutlery, Casserole, small thermos flask / thermos jug, Bed sheets with matching pillow covers. Bed Cover, Pillow, Bath Towel, Hand Towel, Face Towel, Table coasters etc to Raj Bhavan, Odisha.

The details of this quotation call notice is available in the website <http://www.rajbhavanodisha.gov.in>


Comptroller,
Governor's Household



GOVERNOR'S SECRETARIAT, ODISHA
RAJ BHAVAN, BHUBANESWAR-751 008

No. GOV-HH-FI-0001-2021/ 903 /SG(HH) dated 22.1.2021

QUOTATION CALL NOTICE

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SL. No	Name of the articles / goods	Description/Specifications of the articles/ goods / products	Approx quantity proposed to be procured
1.	Crockery:		
	a. Full Plate	Good Quality Crockery of white color with golden trims and embossed Logo of Raj Bhavan, Odisha (sample to be obtained from Governor's Secretariat)	60 pieces
	b. Half Plate		36 pieces
	c. Quarter Plate		96 pieces
	d. Curry Bowl		60 pieces
	e. Service Dish		18 pieces
	f. Soup Bowl		36 pieces
	g. Tea Cup with saucer		216 pairs
	h. Rice Platter		12 pieces
	i. Tea set		04 sets
	j. Glass Tumblers		Good Quality glass tumblers of 200 ml. and 300 ml. capacity of reputed brands like Borosil, Treo, Luminarc, Lazer, etc. with embossing/engraving of the word 'Odisha Raj Bhavan'
2.	Cutlery :		
	(a) Stainless Steel Cutleries like table spoons, tea spoons, dessert spoons, soup spoons, forks, table knives of various sizes.	Good Quality stainless steel cutleries for regular use with embossing/engraving of the word 'Odisha Raj Bhavan'	Table spoon, tea spoon, dessert spoon @ 96 pieces from each category;
	(b) Serving spoons	Of good quality stainless steel material with embossing/engraving of the word 'Odisha Raj Bhavan'	24 pieces

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3.	Casserole	Good quality Casserole of different sizes from reputed brands like Milton, Cello, Prestige, etc., of stainless steel material.	24 pieces
4.	Small thermos flask / thermos jug with lid and handle.	Good quality items with stainless steel outer from reputed brands like Milton, Borosil, Cello, Prestige, etc	24 nos.
5.	Bed sheets with matching pillow covers.	Good quality single and double size (king size) bed sheets of white colour only from reputed brands like Bombay Dyeing, Welspun, Spaces, D Décor, Portico, etc with additional tag ' RBO '	20 pieces (Single) & 30 pieces (Double, King size)
6.	Bed Cover	Good quality bed cover for King Size Bed made of dust repellent and water repellent fabrics, with additional tag ' RBO '	30 pieces
7.	Pillow	From reputed brands like Centuary, Recron, Kurl-on, Springfit, Sleepwell, etc. with additional tag ' RBO '	30 pieces
8.	Bath Towel	Good quality Turkish towels white colour only from reputed brands like Bombay Dyeing, Welspun, Spaces, D Décor, Portico, etc. with additional tag ' RBO '	30 pieces
9.	Hand Towel		60 pieces
10.	Face Towel		60 pieces
11.	Table coaster	Round table coaster of unbreakable / Melamine / Stainless steel material preferably of white colour, if of unbreakable or melamine material.	96 pieces

TERMS & CONDITIONS:

1. The intending firms must quote their unit price with specifications inclusive of all taxes, transportation and installation charges for the items to be supplied.
2. All the articles to be supplied must confirm to the standards or quality norms fixed by the BIS/ISI.
3. The required quantity as mentioned in this quotation call notice is indicative and the order for supply may be issued for less or more quantity depending on the availability of funds and requirement of Raj Bhavan.
4. The price so quoted shall not exceed the Maximum Retail Price applicable in Bhubaneswar.
5. The quotationer shall clearly indicate valid period of the price quoted for the items to be supplied.



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6. The quotationer shall remit **Rs 1000/- E.M.D.** as Security Deposit against the total quoted amount in shape of bank Draft drawn in favour of DDO, Raj Bhavan, Odisha payable at Bhubaneswar, Odisha along with copy of valid documents i.e valid PAN card and GSTIN failing which their quotation shall not be taken into consideration.
7. The last date for receipt of the quotations for all the items is **05-02-2021 by 5.00 PM.**
8. The said quotations will be opened at **11 .30 AM** on the next day i.e. **06-02-2021** in the Mini Conference Hall of Raj Bhavan in the presence of the interested quotationers or their authorized representative.
9. The quotationer or their authorized representative must remain present with the sample materials for items at sl. No. **1 to 11** on the above mentioned date and time.
10. The quotations must be addressed to the **Comptroller, Governor's Household, Raj Bhavan, Bhubaneswar-751008.**
11. The Quotations received incomplete in any shape or after the scheduled date and time shall be summarily rejected.
12. The authorities reserve their right to cancel all the quotations called for supply of any specific or all the items/articles without assigning any reason thereof.


Comptroller,
Governor's Household

Memo No 904 /SG(HH) dated 22.1.2021

Copy forwarded to the PRO, Raj Bhavan, Bhubaneswar with a request to publication of the Quotation Call Notice in one Odia and one English daily News Paper.


Comptroller,
Governor's Household

Memo No 905 /SG(HH) dated 22.1.2021

Copy forwarded to the Officer in Charge, NIC, Raj Bhavan, Bhubaneswar with a request to upload the Quotation Call Notice in the website <http://www.rajbhavanodisha.gov.in> with a prominent display till 05-02-2021.

Copy to office Notice Board, Raj Bhavan, Bhubaneswar.


Comptroller,
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