

ANNEXURE -1

**ODISHA STATE FINANCIAL CORPORATION
ADMINISTRATION & PREMISES DEPARTMENT**

List of Office Stationery

Sl.	Name of the Item
1	Alpine
2	Stapler Pin (Medium & Small)
3	Xerox Paper A4 Size
4	Xerox Paper F/S
5	Blue Paper
6	Rolling Register (No.16)
7	Tag
8	Envelope (Packet of 100 PCS)
9	Note Sheet
10	Bleaching Powder
11	Naphthalene
12	Refill (Big & Small)
13	Thread Bundle
14	File size Envelope
15	Phenyl(Black) (Doctor's Brand)

B - LIST OF COMPUTER STATIONERIES

ITEM NO.	ITEM DESCRIPTION	SPECIFICATION	MAKE / MODEL
COMPUTER PAPER (1X1000)			
1	10 X 12 X 1	70 GSM	
2	10 X 12 X 2	60 GSM	
3	15 X 12 X 1	70 GSM	
4	15 X 12 X 2	60 GSM	
PHOTO PAPER			
5	INKJET PHOTO PAPER	PASSPORT PHOTO (4"x6")	HP
LAMINATION PAPER			
6	LAMINATING POLYTHENE	A4	
DOT MATRIX PRINTER CATRIDGE			
7	WIPRO LQ DSI 5235	DMP CATRIDGE	WIPRO
8	DMP PRINTER RIBBON	REFILL	WIPRO
LASER PRINTER CATRIDGE			
9	HP LASER PRINTER (1000 C)	ORIGINAL HP CATRIDGE	ORIGINAL HP (15 A)
10	HP LASER PRINTER (1015)		ORIGINAL HP (12 A)
11	HP LASER PRINTER (1020)		ORIGINAL HP (12 A)
12	HP LASER PRINTER (1505)		ORIGINAL HP (36 A)
13	HP LASER PRINTER (M3050) MFPX		ORIGINAL HP (36 A)
14	HP LASER PRINTER (M1213 nf) MFPX		ORIGINAL HP (88 A)
15	HP LASER PRINTER (M1136) MFP		ORIGINAL HP (88 A)
INKJET PRINTER CATRIDGE			
16	HP DESKJET PRINTER (3515)	ORIGINAL HP CATRIDGE	ORIGINAL HP (B & W) (678)
17	HP DESKJET PRINTER (3515)		ORIGINAL HP (COLOUR) (678)
DOT MATRIX PRINTER HEAD			
18	WIPRO LQ DSI 5235	PRINTER HEAD	WIPRO
SMF BATTERY OF UPS			
19	SMF BATTERY (26 AH 12 V)	26 AH 12 V	QUANTA / EXIDE / SU-KAM
20	SMF BATTERY (7 AH 12 V)	7 AH 12 V	QUANTA / EXIDE / SU-KAM
OTHERS			
21	STICK BINDING (LIGHT COLOUR)	A4 (IN SINGLE FLAP)	REPUTED MAKE
22	PERMANENT MARKER PEN	BLACK, GREEN, RED, WHITE	LUXOR / REYNOLD
23	HIGHLIGHTER	GREEN	LUXOR / REYNOLD
24	CORRECTION FLUID	PEN TYPE	LUXOR / REYNOLD
25	SHALLOW TAPE (BROWN)	2"	REPUTED MAKE
26	SHALLOW TAPE (WHITE)	1"	REPUTED MAKE

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ODISHA STATE FINANCIAL CORPORATION

INCORPORATED UNDER STATE FINANCIAL CORPORATION ACT, 1951 (NO. LXII) OF 1951)

HEAD OFFICE

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ଦ୍ଵାରା ପରିଚାଳିତ

ଓ.ଏମ.ପି. ସ୍କୋ, କଟକ- ୭୫୩୦୦୩
ଫାକ୍ସ : ୦୬୭୧-୨୪୪୩୬୪୪, ୨୪୪୪୧୯୩
ଇ.ପି.ଏ.କ୍ସ : ୦୬୭୧-୨୪୪୩୦୭୨, ୨୪୪୬୯୯୬
୨୪୪୩୯୭୩, ୨୪୪୧୩୩୭, ୨୪୪୩୨୩୬

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ADMINISTRATION & PREMISES DEPARTMENT

No. OSFC/2724001/ 130 /2015-16
February 16, 2016

NOTICE

Sealed Quotation in plain paper is invited only from VAT Registered Dealers for supply of Office Stationery, Printed Materials and Computer Stationery as per the lists enclosed herewith at **Annexure 1 & Annexure 2** with following terms and conditions.

1. The Dealers should indicate the make/brand name of the individual item and quote the unit price of the same which should be all inclusive including taxes & all other statutory dues as per law of the land.
2. The Dealers are requested to submit samples along with the quotations to facilitate comparison of cost and quality of the materials.
3. Quantity of materials for procurement shall be based on our requirement which will be communicated to the appropriate/selected dealer in due course.
4. All the quotations should be addressed to HoD (APD), OSFC, OMP Square, Cuttack-753003 so as to reach our Office on or before February 24, 2016 by 5 PM.
5. The quotation not signed or reaching late would not be entertained.
6. The Corporation reserves the right to accept/reject any or all quotations without assigning any reason thereof.

For any clarification dealers are requested to contact HoD (APD), OSFC, OMP Square, Cuttack-753003 during Office hour.

HoD (APD)