



GOVERNMENT OF ODISHA

HEALTH & FAMILY WELFARE DEPARTMENT

TENDER CALL NOTICE

No. HFW-OE-EST3C-0001-2026/ 13983 /H. Dated. 18.05.2026

Sealed Tenders/ Quotations are invited, under two-bid system, from the intended registered Firms/ Suppliers having authorized dealership for the products and their **own Office/ Shop at Bhubaneswar & valid PAN & GST Number** with updated **GST Clearance Certificate** for supply of **Office Stationery Items** to Health & Family Welfare Department for official use.

The detail list of the Stationery items to be purchased is at **Annexure-IV**. The interested Bidders shall furnish their unit Price on each items with GST in the prescribed format enclosed at (**Annexure-II**) as well as terms and conditions, if any.

The Bidders are required to submit their bids in two separate sealed envelopes, namely:

1. Technical Bid (Annexure-I)
2. Financial Bid (Annexure-II)

The envelopes containing the Technical Bid and Financial Bid should be sealed and superscribed as "**Technical Bid**" and "**Financial Bid**" respectively. Both the sealed envelopes are to put in a larger envelope, sealed and superscribed as "**TENDER FOR SUPPLY OF OFFICE STATIONARY ITEMS**".

The details can be downloaded from the website of this Department <https://health.odisha.gov.in/en> and <https://odisha.gov.in/en>.

The sealed Tender complete in all respects should reach to "**Under Secretary to Government, Office Establishment Section, Health & Family Welfare Department, Lok Seva Bhawan, Bhubaneswar-751001**" through Speed Post/ Registered post only on or before **04.00 PM of 01.06.2026**. The tenders shall be opened on **02.06.2026 at 11.30 A.M.** in the presence of bidders or their authorized representatives for the Technical Bid evaluation. Financial Bid of the selected Tenderers shall be opened on **08.06.2026 at 11.30 A.M.** in the presence of bidders or their authorized representatives.

2

The selection of the successful bidder shall be made on the basis of Lowest Cost (L1) Methodology subject to fulfilment of all eligibility criteria and terms & conditions.

The Tenders received incomplete in any respect or received after the stipulated date and time shall be summarily rejected. The competent authority reserves the right to reject any or all Tenders without assigning any reason thereof.

Firms/ Suppliers whose past performance has been found unsatisfactory or who have been blacklisted/ debarred by any Government Department/ Organization shall not be eligible to participate in the tender process.

The approved rate contract shall remain valid for a period of one (01) year from the date of approval/ acceptance or as would be decided by the competent authority. However, the validity period may be extended further with mutual consent of the Department and the selected supplier subject to satisfactory performance and approval of the competent authority.

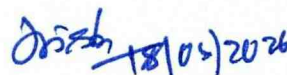

Under Secretary to Government

Memo No. 13984 /H,

Dated: 18.05.2026

Copy forwarded to the Director, I & PR Department with a request to take necessary steps for publication of the "Tender Call Notice" in two widely circulated Odia Daily for **one day before 25.05.2026**.

A copy of the publication may please be sent to this Department for needful.


Under Secretary to Government

Memo No. 13985 /H,

Dated: 18.05.2026

Copy along with it's enclosures forwarded to all Departments with a request to display the notice in their Notice Board for wide publicity.


Under Secretary to Government

Memo No. 13986 /H,

Dated: 18.05.2026

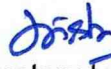
Copy along with it's enclosures forwarded to the Head of Odisha, State Portal Group, I.T. Center, Odisha Secretariat with a request to display the notice in Government Website (<https://health.odisha.gov.in/en> and <https://odisha.gov.in/en>).


Under Secretary to Government

Memo No. 13987 /H,

Dated: 18.05.2026

Copy to Special Secretary (HoO)/ F.A-cum-Special Secretary/ Additional secretary (OE)/ Notice Board of Health & Family Welfare Department for information and necessary action.


Under Secretary to Government

Memo No. 13988 /H,

Dated: 18.05.2026

Copy forwarded to Chief Receptionist, Secretariat / Sergeant, Secretariat Security with a request to allow the intending Tenderers to enter into Lokseva Bhawan premises for above purpose on production of valid identity proof.


Under Secretary to Government

(ANNEXURE-I)

TECHNICAL BID

1	Registration Certificate of the Agency/ Firm	
2	Address and Contact details of the Agency/ Firm	
3	Copy of PAN	
4	GST Registration Certificate	
5	Copy of up to date GST Return	
6	IT Return (2023-24, 2024-25)	
7	Tender Document Cost of ₹1,00/- (Non- Refundable)	Demand Draft in favour of DDO- cum-Deputy Secretary to Government, Health & F.W Department
8	EMD of ₹5,000/- (Refundable)	Demand Draft in favour of DDO- cum-Deputy Secretary to Government, Health & F.W Department
9	Address & Contact Details of Agency/ Firm (Local Address of business place at Bhubaneswar with Contact Details)	

(ANNEXURE-II)

FORMAT FOR OFFER (FINANCIAL BID)

Name of the Firm and Address:

(with full particulars)

Sl. No.	List of Articles/ Items	Name of the Brand/ Make	Specification, if any	Unit Price	% of GST on Unit Price (on Col.5)	Total Price (col. 5 + Col.6)	Remarks
1	2	3	4	5	6	7	8
1							

DECLARATION

1. I, Son / Daughter / Wife
of Shri Proprietor / Director/
authorized signatory of the Firm/ Agency, mentioned above, am competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.
3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I /we, am / are well aware of the
fact that furnishing any false information / fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

UNDERTAKING

**[On the Stamp Paper of Rs.10.00 in shape of affidavit from the Notary regarding
non-blacklisting]**

I, hereby undertake that, our organization has not been blacklisted / debarred by
any of the Central / State Government Department/ Office or by any Public Sector
Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

**Authorized Signature
[In full and initials]**

Name and Designation of the Signatory:

Name of the Bidder and Address:

ANNEXURE-IV**LIST OF STATIONERY ITEMS FOR HEALTH & F.W. DEPARTMENT**

Sl. No.	Name of the item	Brand-1	Brand-2
1	2	3	4
1	Hand Sanitizer - 200 ml	Dettol	Lifeboy
2	Hand Sanitizer - 500 ml	Dettol	Lifeboy
3	Disinfectant Spray	Savlon	Dettol
4	Hand Wash - 200ml	Dettol	Lifeboy
5	Hand Wash - 500ml	Dettol	Savlon
6	Hand Wash	Dettol (Skincare, Everyday Protection, PH balanced)	
7	Room Freshener	Aer	Ambipur
8	Insect Killer	Hit spray	Mortein
9	Phenyl - 1 liter	Nimyle	Patanjali
10	Floor Cleaner -1 Liter	Nimyle	Patanjali
11	Mosquito Repellent Liquid	All Out	Good Night

12	Mosquito Repellent Machine	All Out	Good Night
13	Car perfume (Liquid)	Godrej Aer	AmbiPur
14	Car Perfume(Liquid with Diffuser)	Godrej Aer	AmbiPur
15	Glass & Surface Cleaner - 500 ML	Colin	
16	Toilet Disinfect - 500ml	Harpic	
17	Dish Wash - 200ml	Vim Liquid	
18	Naphthalene Ball for toilet	Brand	
19	Toilet Freshener	Odonil	Aer
20	Candle Big		
21	Lighter Small		
22	Xerox paper A-4 size 75 GSM	JK Copier	
23	Legal Paper	JK Copier	
24	132 Column CM Pay bill paper 80 GSM with carbon (1000 Sheets)	Datapro	Santoshi
25	132 Column CM Pay bill paper 80 GSM without carbon (1000 sheets)	Datapro	Santoshi
26	80 column Schedule paper 80 GSM without carbon (1000 Sheets)	Datapro	Santoshi

27	80 Column Schedule paper 80 GSM with carbon (1000 Sheets)	Datapro	Santoshi
28	L-Folder Transparent		
29	Transparent folder with Button	Brand	
30	Document Holder	FC ARIS DH600	
31	Envelope cloth mounted 16"x12" 100 pc		
32	Envelope cloth mounted A4 size 100 pc		
33	Envelope Medium		
34	Envelope Small		
35	Register (No 50)	Rajdhani	Other Brand
36	Register (No 30)	Rajdhani	Other Brand
37	Register (No 20)	Rajdhani	Other Brand
38	Register (No 10)	Rajdhani	Other Brand
39	Note Pad Plane	Bilt	Luxor
40	Note Pad Spiral (Good quality)	Bilt	Luxor
41	Stapler (Small) No-10	Kangaroo	Kores
42	Stapler Pin (Small) No -10	Kangaroo	Kores
43	Stapler Pin (Big) - 45	Kangaroo	Kores

44	Stapler (Big) HP - 45	Kangaroo	Kores
45	Anti-Mosquito Racket	Brand	
46	Sticky Pad (Green)	ODDY	AEROTIX
47	Stamp Pad (Big)	Faber Castle	Camlin
48	Stamp Pad (Small)	Faber Castle	Camlin
49	Calculator	Casio 120D/ DJ 120D	Brand
50	Nylon Tag	Grapes	Brand
51	Color Flag (Multi Color) (1x4, 1x3)	ODDY	AEROTIX
52	Punching Machine Single hole)	Kangaroo	Kores
53	Punching machine (double hole)	Kangaroo	Kores
54	Ball Pen (Black/Blue/Red)	Pentonic	Flair
55	Pen (Black/Blue/Red)	Reynolds Trimax	
56	Ball Pen (Black/ Blue/ Red)	Cello Paper Soft	Reynold
57	Use & Throw ball pen	Elkos	Goldex Klassy
58	Gel Pen (Blue/Red/Black)	Elkos	Hauser
59	Pen (Black/ Blue/ Red)	(Uniball Gel impact)	

60	Gel Pen (Black/Blue/Red/Green)	V7 (Pilot)	
61	Paper weight flat	Brand	
62	Magnet Box (pin holder)	Brand	
63	Red cloth for file (Salu cloth Cotton)		
64	Pencil	Natraj	Apsara
65	Pencil cutter	Natraj	Apsara
66	Rubber Eraser	Natraj	Apsara
67	Whitener (Pen type)	CAMLIN	Reynolds
68	Fevi stick	Fevicol 25mg/ 15mg	
69	Gum - 700 ml.	Camel	
70	Gum - 150 ml	Camel	
71	Tissue Paper (Round)	Brand	
72	Tissue Paper (Square)	Brand	
73	Facial Tissue Paper	Tulips Super Soft and pure	Other Brand
74	Dak pad (Cloth coating)	Brand	
75	Dak pad (Leather coating)	Brand	
76	Executive Writing pad	Luxor	

77	Colour highlighter pen	Faber Castle	Cello
78	CD Marker Pen	Camlin	Brand
79	Pen stand round (4 pen holder)	Kebica	Brand
80	Pen stand (Desk Organiser)	Kebica	Brand
81	Fodani (Hole maker) (wooden)		
82	White Board (Small/ Medium/ Big)	Title Master	Scholor
83	White Board Marker	Camlin	Cello
84	White Board Duster	Oddy	Ajanta
85	Wash Basin brush	Brand	
86	Toilet Brush	Brand	
87	Floor mop (Washer) flat	Brand	
88	Floor wiper	Brand	
89	Glass Tumbler with cover	Brand	
90	Cup & Plate (Bone China Set of 6 PC/ 12 PC)	Oasis	Laopla
91	Tea Trey	Milton	Cello
92	Thermo flask ½ Ltr. (Steel Body)	Milton	Cello
93	Thermo flask 1 ltr (Steel Body)	Milton	Cello

94	Water Bottle -1ltr (Steel Body)	Milton	Cello
95	Water Bottle -2ltr (Steel Body)	Milton	Cello
96	Chair Towel	Bombay Dying	Khadi
97	Chair Towel	Bombay Dying	Khadi
98	Vehicle towel	Branded	
99	Handkerchief Towel (Turkish quality)	Branded	
100	Wall Clock	Ajanta	Brand
101	Remote battery	Eveready	Duracell
102	Pencil battery	Eveready	Duracell
103	Programme Stand (Acrylic Fiber Transparent)	OMEGA	PHILIPS
104	Gem Clip Plain (100 CLIPS)	Branded	
105	Gems Clip Plastic coated (100 CLIPS)	Branded	
106	Exam Board Transparent	Branded	
107	Door Mat		
108	Stamp Pad Ink (Red/Blue/Green)	Faber Castle	CAMEL
109	Cello Tape (Small/ Medium/ Big)	Branded	

110	Double side foam tape	Oddy	Cello
111	Scissors (Small/ Medium /Big)	Branded	
112	Dustbin	Branded	
113	Bucket Plastic 15 ltr	Ankur	Nilkamal
114	Mug	Ankur	Nilkamal
115	Broom - Phuljhadu		
116	Cloth for cleaning floor/ table		
117	Jute Bundle		
118	Lock (Small)	Godrej	Mobaj
119	Lock(medium)	Godrej	Mobaj
120	Electric Kettle (1 ltr)	Milton	Prestige
121	Binder Clip (Medium/ Large)		
122	Cordless Mouse Battery	Duracell	Eveready