

**DIRECTORATE OF EXPORT PROMOTION AND MARKETING, ODISHA,
RAPTANI BHAWAN, 1ST FLOOR, NAYAPALLI, BHUBANESWAR-751015,
Tel. No.0674-2552675, E-mail: depm.odisha@odisha.gov.in**

No. DEPM-ACCT-MISC-0003-2026 - 2691 / EP&M, dt. 05.08.2026

NOTICE INVITING SEALED QUOTATIONS

Sealed quotations are invited from intending authors/pliers/dealers/firms for the supply of the following office stationery articles required for the smooth functioning of the day-to-day official work of the Directorate of Export Promotion & Marketing, Odisha, Bhubaneswar.

The intending suppliers are requested to submit their sealed quotations indicating the unit rate (inclusive of all applicable taxes), GST details, terms and conditions, delivery period, and warranty, along with a self-attested copy of the GST Registration Certificate, so as to reach the undersigned within **15 (fifteen) days** from the date of issue of this notice. The quotations should be superscribed "Office Stationery Articles."

The Director, Export Promotion & Marketing, Odisha, Bhubaneswar, reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof.

Sl. No.	Name of the Item	Quantity
1	Tag	10 pkt
2	Naphthene Ball	24 pkt
3	Floor Cotton	10 pkt
4	Harpic Toilet Cleaner (Blue) 1 ltr	12 pcs
5	Small size Staple pin	20 pcs
6	Flower Broom	10 pcs
7	Floor Mat	02 pcs
8	Phenyl 1 ltr	20 nos.
9	Summer Duster 36*72	32 pcs
10	Summer Duster 24*18 (small size)	32 nos.
11	Digital Wall Clock (Orpat / Ajanta)	01 no.
12	Glass tumbler Officer	30 nos.
13	Ball pen officer (Black)	30 nos.
14	Ball pen officer (Blue)	30 nos.
15	Harpic Toilet Cleaner (Red)	12 nos.
16	Room freshener	10 nos.
17	Water bottle officer(1ltr) (good quality Milton stainless steel thermos cool)	32 nos.
18	Floor cleaner Mopz	20 nos.
19	Urinal Screen	20 nos.
20	Punching Machine	05 nos.
21	Jotter Pen	10 nos.
22	Binding Register (200 pages)	10 nos.
23	Colin Glass cleaner 750 ml	12 nos.
24	White less	1 kg
25	Wall Clock Battery Big size	12 nos.
26	Wall Clock Battery Small size	24 nos.
27	Pidilite Fevistick Glue Stick	20 no.
28	Fevicol Instant Glue 200g	10 nos.
29	Floor Cleaner Brush	10 nos.
30	Sweeping Tray	05 nos.
31	Toilet Cleaning Brush	20 nos.
32	Roof Cleaning Brush	10 nos.
33	Color Full Naphthalene Ball	40 nos.
34	Toilet Freshener Odonil	20 nos.
35	Toilet Freshener Odonil Air	20 nos.
36	Pen Stand	10 nos.

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Terms & Conditions:

The quoted rates shall be inclusive of all applicable taxes, duties, transportation, loading / unloading, and other incidental charges.

The supplier shall furnish a self-attested copy of the valid GST Registration Certificate along with the quotation.

The Directorate reserves the right to increase or decrease the quantity of items at the time of placing the supply order.

The successful bidder shall complete the supply within the period specified in the supply order.

Payment will be made only after satisfactory receipt and verification of the supplied materials, subject to availability of funds and observance of financial rules.

The Director, Export Promotion & Marketing, Odisha, Bhubaneswar reserves the right to cancel or reject any or all quotations without assigning any reason thereof.

By order

Director

Memo No. 2692 /EPM, Dt. 05.08.2026

Copy forwarded to the Technical Director, NIC, Odisha, Bhubaneswar for information and necessary action with a request to kindly upload the Quotation call Notice in the DEPM website for public information.

Plu
5/8/26
Joint Director (Rate Contract)

Memo No. 2693 /EPM, Dt. 05.08.2026

Copy forwarded to the Notice Board of DE&M, Odisha, Bhubaneswar for information.

Plu
5/08/26
Joint Director (Rate Contract)

Memo No. 2694 /EPM, Dt. 05.08.2026

Copy forwarded to All the members of purchase Committee of DEP&M, Odisha, Bhubaneswar for information.

Plu
5/8/26
Joint Director (Rate Contract)

