

# ODISHA NURSES & MIDWIVES EXAMINATION BOARD

(Health & Family Welfare Department, Govt. of Odisha)

Directorate of Medical Education & Training, Heads Of Deptt. Building, Bhubaneswar-1, Odisha

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No: 793 NEB-15/20

Dated: 21.10.2021


## Quotation Call Notice for Supply of Office Stationery articles. for ON&MEB

Odisha Nurses & Midwives Examination Board (ON&MEB), Odisha invites sealed Quotation from intending Suppliers / Dealers / Distributors having GST registration, supply of Stationery articles for ON&MEB. The details specification and terms & conditions are available in the official websites i.e, [www.onmeb.in](http://www.onmeb.in). Interested parties may submit their Quotation in a sealed cover super-scribing "Quotation for supply of Stationery articles for ON&MEB." to the undersigned through speed post / registered Post only which should reach on or before 5:30 P.M of 11.11.2021 positively. The Quotation will be opened on 16.11.2021 at 3:00P.M. The undersigned reserves the right to reject any or all the quotation without assigning any reason thereof.

  
Secretary, ONMEB

Memo No 794 // Dt. 21.10.2021

Copy forwarded to the Notice Board of all Heads of Department / Information Officer, Jaydev Bhawan, Bhubaneswar for wide circulation & publicity.

  
Secretary, ONMEB

## **GENERAL INFORMATION**

Sealed Quotations in Plain paper / Business letter pad with date, signature & seal are invited from intending Suppliers /Dealers /Distributors (herein after referred as supplier ) for supply of office Stationery/Misc articles (listed at Annexure-A) to the Odisha Nurses & Midwives Examination Board, Bhubaneswar for official use on yearly rate contract.

The suppliers should indicate the above mentioned "Notice Number & Date" of this Quotation call notice on the top of their quotation letter as well as on the sealed cover super scribed Stationery articles to the Odisha Nurses & Midwives Examination Board, Bhubaneswar & submit to the Secretary, ON & MEB Bhubaneswar along with the copy of GST Registration certificate. The quotations are to be received by **11.11.2021 5:30** PM. and will be opened on **16.11.2021** at **3:00P.M.** The suppliers or his/their authorized representatives should be present along with the samples at the time of opening of the quotations.

The authority reserves the right to accept or reject any or all the quotations at any stage without assigning any reason thereof. The suppliers are requested to abide by the terms and conditions of this Quotation Call Notice as indicated below.

### **TERMS & CONDITIONS OF THE QUOTATIONS CALL NOTICE**

1. The firm should quote the unit price and GST separately.
2. The cost offer against each item will remain valid for one year from the date of finalization of the Quotation. The Supplier should submit an undertaking to supply the required articles as per the quoted rate of each article during the above time period.
3. The quantity may increase or decrease as per the requirement of the Office.
4. The selected suppliers are requested to supply the articles in the Office of the Odisha Nurses & Midwives Examination Board. Odisha in good condition within Seven days of issue of purchase Order and submit the bills in triplicate along with Bank details for payment through the Bank Account.


  
Secretary, ONMEB

### List of Stationary Articles

1	2" Brown Tape
2	Alpin
3	Binder Clip (Big, Middle & Small)
4	Both Side Pen (Linc)
5	Brown Packing papers
6	Budkin
7	Candle
8	Carbon Paper A/4
9	Cash Book Register No 30
10	Cello Tape 1"
11	Correcting fluid
12	Correction Pen
13	Cover File
14	Cup & Saucer Set
15	Calculator
16	Emergency light from reputed company
17	Envelope (11*5)" & (10*4 1/2)" Craft
18	Eraser Rubber
19	Fevi Stick
20	Fevigum - 50 gm
21	File Board
22	Flag (Colour)
23	Fly Leaf
24	Folder file
25	Glass Tumbler
26	High Lighter Pen
27	Jems Clip - 50mm, 35mm
28	Jute Sutuli
29	Laminated Packing Paper
30	Marker Pen (Black) (Permanent)
31	Note Sheet 1st page
32	Note Sheet 2nd Page
33	Pencil Battery (AA)
34	Pencil HB
35	Phul Jhadu
36	Plane Paper (A4 Size)
37	Polythine Bag with Handle (30 kg capacity)
38	Polythine Bag without Handle (50 kg capacity)

39	Punching Machine (Single)
40	Re filling of HP cartridge 36A
41	Registers ( Binding- No -18, No -10 & No- 8))
42	Room Spray
43	Rubber Band 4"
44	Scale Plastic
45	Sealing Wax
46	Sketch Pen
47	Scissor
48	Stamp Pad
49	Stamp Pad Ink (Violet)
50	Stapler Pin (Big) 24/6
51	Stapler Pin (Small) No - 10
52	Stapler Small HD - 10D
53	Table Duster
54	Tag
55	Thermo flask Steel (1 ltr.)
56	Thread in Ball (Jhut)
57	Towel (36*72)"& (30*60)"
58	Use & Throw Pen (Red, Black, Blue & Green)
59	Wall Clock (Ajanta)
60	Waste Paper Basket
61	White Phenyl 1 ltr
62	Xerox paper A/4
63	Xerox Paper F/S (Legal)
64	Mobaj Luck No - 11 & No - 21

N.B – The selected supplier may also supply the other Stationery/Misc. articles required if any.

  
21.10.21  
Secretary, ONMEB