



क्षेत्रीय कार्यालय ओडिशा  
Regional Office Odisha  
कर्मचारी राज्य बीमा निगम  
Employees State insurance Corporation  
(श्रम एवं रोजगार मंत्रालय। भारत सरकार)  
(Ministry of Labour & Employment Govt. Of India)



पंचदीप भवन, जनपथ यूनिट नौवीं, भुवनेश्वर-22  
Panchdeep Bhawan, Janpath, Unit-IX,  
Bhubaneswar-22  
(आईएसओ 9001: 2008 प्रमाणित संगठन)  
(AN ISO 9001:2008 CERTIFIED ORGANISATION)  
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**No.44-D-15/11/1/2019-20-Genl.**

**Date: 09.08.2019**

## NOTICE

Sub : Quotation for annual purchase of stationary and consumable articles-regarding.

It is informed that sealed quotations are hereby invited by this office for the work of annual purchase of stationary and consumable articles as per the list attached. Size, specification and other instruction pertaining to the stationary and register are also mentioned in the list.

### Terms and Conditions

1. Last date of receipt of quotation in 30.08.19, quotation received after last date will not be considered.
2. Rate should be quoted item wise with necessary subsidy/rebate/concession if any for bulk purchase.
3. The quoted rate should be inclusive of GST and other charges if any and all the items shall be delivered at ESIC, Regional Office with supplier's own cost.
4. Rate quoted will be valid for a period of 60 days.
5. In case of non-supply of articles against order placed on accepted quotation, will attract penalty/actions as per rule or forfeiture of EMD/Security if any paid / received.
6. Required quantity of any items can be changed by this office at the time of issue of purchase order or total cancellation also.
7. Delivery of articles will be made at this office (store) in good condition as per specification and in shape of pads, Registers, packets, bundles etc as mentioned in the list.
8. Sample of required articles can be seen or ascertained by the vendor from this office during office hour only.
9. ESIC, RO, Bhubaneswar reserves the right to reject any quotation without assigning any reason thereof at any stage of procurement.
10. The quotation should be submitted by Speed post/ by hand delivery in sealed cover superscribed.

“QUOTATION FOR ANUUAL PURCHASED FROM THE YEAR 2019-20” addressed to the Regional Director, ESI Corporation, Panchdeep Bhawan, Plot No-C, Janpath, Unit-IX, Bhubaneswar.

(R. K. SAHU)  
Asst. DIRECTOR(Genl.)

Sl. No.	Name of the Article	Net requirement	Specification	make
01	ENVOLPE 10''x 4.5''	5000	As sample , 80 GSM orange paper, black ink double side print, 100 pc	
02	ENVOLPE 11''x5''	5000	As sample , 80 GSM orange paper, black ink double side print, 100 pc	
03	FILE COVER	6500	Red ,yellow, green (Best quality) As per specification	
04	NOTE SHEET	200	Conquest 95 gsm 14.1 kg print both side in black Ink	
05	REGISTER NO.8	20	Conquest, print on cover canvas & office logo , address	
06	REGISTER NO.18	20	Conquest, print on cover canvas & office logo , address	
07	REGISTER NO.20	10	Conquest, print on cover canvas & office logo , address	
08	REGISTER NO.30	5	Conquest, print on cover canvas & office logo , address	
09	REGISTER NO.40	10	Conquest, print on cover canvas & office logo , address	
10	REGISTER NO.60	10	Conquest, print on cover canvas & office logo , address	
11	WINDOW ENVOLPE(MED)	15000	80GSM white paper blue in double side print 100 pc paper band pack	

ASST. DIRECTOR(GENL. )