



GOVERNOR'S SECRETARIAT, ODISHA  
RAJ BHAVAN, BHUBANESWAR-751 008

No. 34 /SG(HH) dated 21st Jan 2020

**QUOTATION CALL NOTICE**

Separate sealed quotations in respect of the items/articles mentioned against each serial no. (as per the following details) in official letter pad are invited from the interested Registered Firms / Authorized Distributors / Authorized Stockist / Authorized Dealers located at Bhubaneswar and Cuttack having valid PAN card and GSTIN or Manufacturers for supply of the following to Raj Bhavan, Bhubaneswar for supply of the articles like crockery, stainless steel cutlery, casserole, small thermos flask / thermos jug, table coaster, dining table place mats with runner, woolen blankets with removable covers, white bed sheets with matching pillow covers, pillows, towels of different sizes, foldable cots/beds with or without wheels and mattress, Chafing Dish, buffet dish card holder stand, Microwave oven, Mixture-Grinder-Juicer, LED Color Television, etc. to Raj Bhavan, Odisha, Bhubaneswar.

The details of this quotation call notice is available in the website  
<http://www.rajbhavanodisha.gov.in>

*harshan*  
*21/01/2020*

Comptroller,  
Governor's Household



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| Sl. No. | Name of the articles/ goods.  | Description/Specifications of the articles/ goods / products   | Approx quantity proposed to be procured   |
|---------|---|--|---|
| 1.      | <b>Crockery:</b>  |  |   |
|         | a) Full Plate   | Good Quality Crockery of white color with golden trims and embossed Logo of Raj Bhavan, Odisha (sample to be obtained from Governor's Secretariat) | <b>60 pieces</b>  |
|         | b) Half Plate   |  | <b>36 pieces</b>  |
|         | c) Quarter Plate  |  | <b>96 pieces</b>  |
|         | d) Curry Bowl   |  | <b>60 pieces</b>  |
|         | e) Service Dish   |  | <b>18 pieces</b>  |
|         | f) Soup Bowl  |  | <b>36 pieces</b>  |
|         | g) Tea Cup with saucer  |  | <b>192 pairs</b>  |
|         | h) Rice Platter   |  | <b>12 pieces</b>  |
|         | i) Tea set  |  | <b>04 sets</b>  |
|         | j) Glass Tumblers   | Good Quality glass tumblers of 200 ml. and 300 ml. capacity of reputed brands like Borosil, Treo, Luminarc, Lazer, etc.                            | <b>72 pieces from each size.</b>  |
| 2.      | <b>Cutlery :</b>  |  |   |
|         | (a) Stainless Steel Cutleries like table spoons, tea spoons, dessert spoons, soup spoons, forks, table knives of various sizes. | Good Quality stainless steel cutleries for regular use.  | Table spoon, tea spoon, dessert spoon @ <b>96</b> pieces from each category; Soup spoon, Forks, Table knives @ <b>48</b> pieces from each category. |
|         | (b) Serving spoons  | Of good quality stainless steel material.  | <b>24 pieces</b>  |
| 3.      | Casserole   | Good quality Casserole of different sizes from reputed brands like Milton, Cello, Prestige, etc., of stainless steel or plastic outer cover.       | <b>24 pieces</b>  |



|     |  |  |  |
|-----|--|--|--|
| 4.  | Small thermos flask / thermos jug with lid and handle. | Good quality items with stainless steel outer from reputed brands like Milton, Borosil, Cello, Prestige, etc.  | <b>24 nos.</b>   |
| 5   | Woolen Blankets with removable covers                  | Good quality woolen blankets of reputed brands like Raymond, Bombay Dyeing, Spaces, Oswal, Solakar, Portico, etc., with removable covers in soft clothes in single and double sizes. | <b>Single = 15 pieces<br/>Double = 10 pieces</b>             |
| 6.  | Bed sheets with matching pillow covers.                | Good quality single and double size (king size) bed sheets of <b>white colour only</b> from reputed brands like Bombay Dyeing, Welspun, Spaces, D Décor, Portico, etc.               | <b>Single = 20 pieces<br/>Double (King size) = 30 pieces</b> |
| 7   | Pillow   | From reputed brands like Centuary, Recron, Kurl-on, Springfit, Sleepwell, etc.   | <b>30 pieces</b>   |
| 8.  | Bath Towel   | Good quality Turkish towels <b>white colour only</b> from reputed brands like Bombay Dyeing, Welspun, Spaces, D Décor, Portico, etc.   | <b>30 pieces</b>   |
| 9.  | Hand Towel   |  | <b>30 pieces</b>   |
| 10. | Hand Towel   |  | <b>30 pieces</b>   |
| 11. | Dining Table placemat sets with runner                 | Good quality table mats made from fabric, preferably of washable variety.  | <b>12 sets ( 6 place mats +1 runner)</b>                     |
| 12. | Table coaster  | Round / rectangular/ square shaped table coaster of unbreakable / Melamine / Stainless steel material.   | <b>96 pieces</b>   |
| 13. | Foldable cots/beds                                     | Good Quality, durable foldable beds/cots with or without wheels and mattress.  | <b>6 nos.</b>  |
| 14. | Chafing Dish   | Electric / Non-electric Chafing Dish (6 to 10 litres capacity) of good quality stainless steel with lid (complete set)   | <b>12 nos.</b>   |
| 15  | Buffet Dish card holder stands                         | Brass or Stainless steel card holder stands  | <b>30 no.</b>  |
| 16. | Microwave oven   | Large size ( 30 ltrs+) Microwave oven of reputed brands like Samsung, LG, IFB, BOSCH or comparable brand with Service Centre in Bhubaneswar.   | <b>2 nos.</b>  |
| 17. | Juicer-Mixer-Grinder                                   | Multi Jar Juicer-Mixer-Grinder sets of reputed brands.   | <b>3 nos.</b>  |
| 18. | LED Color Television                                   | 32" / 42"/ 43"/49" size LED TV of Sony, Samsung, LG, ONIDA make with service centre in Bhubaneswar and Puri  | <b>8 nos.</b>  |

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### TERMS & CONDITIONS:


- 1) The intending firms must quote their unit price with specifications inclusive of all taxes, transportation and installation charges for the items to be supplied.
- 2) All the articles to be supplied must confirm to the standards or quality norms fixed by the BIS/ISI.
- 3) The required quantity as mentioned in this quotation call notice is indicative and the order for supply may be issued for less or more quantity depending on the availability of funds and requirement of Raj Bhavan.
- 4) The price so quoted shall not exceed the Maximum Retail Price applicable in Bhubaneswar.
- 5) The quotationer shall clearly indicate valid period of the price quoted for the items to be supplied.
- 6) The quotationer shall remit **Rs 1000/- E.M.D.** as Security Deposit against the total quoted amount in shape of bank Draft drawn in favour of DDO, Raj Bhavan, Odisha payable at Bhubaneswar, Odisha along with copy of valid documents i.e valid PAN card and GSTIN failing which their quotation shall not be taken into consideration.
- 7) The last date for receipt of the quotations for all the items is **04-02-2020 by 5.00 PM.**
- 8) The said quotations will be opened at **11.30 AM** on the next day i.e. **05-02-2020** in the Mini Conference Hall of Raj Bhavan in the presence of the interested quotationers or their authorized representative.
- 9) The quotationer or their authorized representative must remain present with the sample materials for items at sl. No. **1 to 12** on the above mentioned date and time.
- 10) For the remaining items from Sl. no. **13 to 18**, original product brochure of the manufacturer duly authenticated by the signature and seal of the Quotationer shall be accepted.
- 11) Additional information like Guarantee/Warranty/ Free service facilities are also desirable for the consumer electronics or durable products
- 12) The quotations must be addressed to the Comptroller, Governor's Household, Raj Bhavan, Bhubaneswar-751008.**
- 13) The Quotations received incomplete in any shape or after the scheduled date and time shall be summarily rejected.
- 14) The authorities reserve their right to cancel all the quotations called for supply of any specific or all the items/articles without assigning any reason thereof.

  
Comptroller,  
Governor's Household

Memo No \_\_\_\_\_/SG(HH) dated \_\_\_\_\_, 2020

Copy forwarded to the Officer in Charge, NIC, Raj Bhavan, Bhubaneswar with a request to upload the Quotation Call Notice in the website <http://www.rajbhavanodisha.gov.in> with a prominent display till 05-02-2020.

Copy to office Notice Board, Raj Bhavan, Bhubaneswar.

  
Comptroller,  
Governor's Household