



ODISHA STATE BEVERAGES CORPORATION LTD.

(A GOVERNMENT OF ODISHA UNDERTAKING)
2nd FLOOR, FORTUNE TOWERS, CHANDRASEKHARPUR,
BHUBANESWAR-751023 (ODISHA)
CIN:U51228OR2000SGC006372

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Website: www.osbc.co.in

Ref. No. 2663 / OSBC/ 1386

Date: 18.06.2026

QUOTATION CALL NOTICE

Sealed quotations are hereby invited from intending registered agencies/ suppliers possessing a valid Goods and Services Tax (GST) Registration Number and Permanent Account Number (PAN) for the supply of Office Stationery Items as detailed in **Annexure–A** enclosed herewith.

The rates quoted shall be inclusive of all applicable taxes, duties, transportation, loading/ unloading and delivery charges for supply of the materials at the Head Office of Odisha State Beverages Corporation Ltd., 2nd Floor, Fortune Towers, Chandrasekharpur, Bhubaneswar – 751023.

The intending quotationers shall submit self-attested copies of the following documents along with their quotations:

1. Valid GST Registration Certificate.
2. PAN certificate.
3. Latest Tax Clearance Certificate/ Return, as applicable.
4. Any other relevant statutory registration, if applicable.

The sealed quotations shall be dropped in the Quotation Box kept at the Head Office of OSBC Ltd. on or before **25.06.2026** up to **2.00 P.M.** Quotations received after the stipulated date and time shall not be considered. The quotations shall be opened on **25.06.2026** at **4.00 P.M.** in the presence of the quotationers or their authorized representatives remain present at the time of opening.

The quotationer shall sign with seal on each page of **Annexure–A** and submit the same along with the quotation. The undersigned reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof and the decision of the Corporation in this regard shall be final and binding on all concerned.


Encl: As above


General Manager (Administration)

Memo No. 1387/OSBC/

Date: 18.6.26

Copy forwarded to the Manager (IT), OSBC Ltd. for information and necessary action. He is requested to upload the above Quotation Call Notice on the official website of OSBC Ltd. for wide publicity and information of all concerned.


General Manager (Administration)

Memo No. 1388/OSBC/

Date: 18.6.2026

Copy forwarded to Office Notice Board for information of all concerned.


General Manager (Administration)

Annexure-A

Sl. No.	Name of the Item	Unit	Quantity	Rates (in ₹)	Remarks
1	Acid (1 lt.)	Ltr.	1		
2	Alpin (T pin)	Pkt.	1		
3	Alpin cushion (Omega)	Pkt.	1		
4	Arch File (Good quality)	No.	1		
5	Attendance Register No. 4	No.	1		
6	Ball Pen Goldex classy	No.	1		
7	Ball Pend (Use & Throw)	Pkt.	1		
8	Battery (Pencil) – Dura Cell	Pkt.	1		
9	Battery (Remote) – Dura Cell	Pkt.	1		
10	Bank Ledger (400 pages)	No.	1		
11	Bodkin	No.	1		
12	Binder clip 19 mm	Pkt.	1		
13	Binder clip 25 mm	Pkt.	1		
14	Binder clip 32 mm	Pkt.	1		
15	Binder clip 41 mm	Pkt.	1		
16	Broom phool	No.	1		
17	Brown tape (1") 50mt.	Pkt.	1		
18	Bucket	No.	1		
19	Bleaching powder	Pkt.	500 gm		
20	Calulator 12 digit (CASIO)	No.	1		
21	Carbon paper	Pkt.	1		
22	Cash book (100 pages)	No.	1		
23	CD marker pen	No.	1		
24	Cello tape (1/5") 50 mtrs.	Pkt.	1		
25	Cello tape (1") 50 mtrs.	Pkt.	1		
26	Cheque issue register (300 pages)	No.	1		
27	Certificate folder	No.	1		
28	Cloth envelop (12"x 10")	Pkt.	1		
29	Cloth envelop (16" x 12")	Pkt.	1		
30	Cocoanut Jhadu	No.	1		
31	Colin	No.	1		
32	Car freshener (Campure Cone)	No.	1		

33	Car freshener (Godrej Aer pocket)	No.	1		
34	Correction pen	No.	1		
35	Cello tape stand	No.	1		
36	Cockroach spray	No.	1		
37	Cup set (good quality) – Branded	No.	1		
38	Dak pad	No.	1		
39	Dettol liquid – 1 lt.	No.	1		
40	Dusting cloth	Pkt.	1		
41	Dustbin (Plastic)	No.	1		
42	Dustbin (Metal)	No.	1		
43	Dustin belcher	No.	1		
44	Envelop (10" x 4.5") white – Good quality	Pkt.	1		
45	Envelop (11" x 5") white – good quality	Pkt.	1		
46	Eraser	Pkt.	1		
47	Excel bond paper (A4 size) JK-90GSM	No.	1		
48	File board	No.	1		
49	Finger grip	No.	1		
50	Folder bottom (brown) A4	Pkt.	1		
51	Folder bottom (plastic) A4	Pkt.	1		
52	Glass water bottle (550 ml)- Borosil	No.	1		
53	Glass tumbler	Set	1		
54	Glass cover	Set	1		
55	Gems clip (Steel)	Pkt.	1		
56	Gems clip (Plastic)	Pkt.	1		
57	Glue stick	Pkt.	1		
58	Gum	Pkt.	1		
59	Guard file	No.	1		
60	Godrej (are pocket)	Pkt.	1		
61	Highlighter pen	Pkt.	1		
62	Hand wash liquid (Dettol)	No.	1		
63	Harpic liquid	No.	1		
64	Jute thread	Bondle	1		
65	Knife	Pc.	1		
66	Legal paper (JK) 75 GSM	No.	1		

67	Letter issue register (No. 50)	No.	1		
68	Letter receipt register (No. 50)	No.	1		
69	Ledger Book	No.	1		
70	L- folder	Pkt.	1		
71	Log Book	No.	1		
72	Lock & key	No.	1		
73	Marker pen	No.	1		
74	Monkey brush	No.	1		
72	Mouse (HP)	No.	1		
76	Mouse (DELL)	No.	1		
77	Mousepad	No.	1		
78	Magnifying glass	No.	1		
79	Mop floor wash	No.	1		
80	Moping cloth	No.	1		
81	Mask	Pkt.	1		
82	Microfiber cloth (vehicle usage)	Pc.	1		
83	Naphthalene balls	Pkt.	1		
84	Napkin	Pkt.	1		
85	Odoil	Pkt.	1		
86	Paper cutter (Big)	No.	1		
87	Paper cutting seizure (medium)	No.	1		
88	Paper cutting seizure (big)	No.	1		
89	Paper flag	Pkt.	1		
90	Paper weight	No.	1		
91	Pen-drive (64 GB)	No.	1		
92	Pen-drive (32 GB)	No.	1		
93	Pencil (HB)	Pkt.	1		
94	Peon Book	No.	1		
95	Phenyl 1 lt.	No.	1		
96	Phenyl 5 lt.	No.	1		
97	Phool Jhadu	No.	1		
98	Punching machine (double punch)	No.	1		
99	Punching machine (single punch)	No.	1		
100	Pencil cutter	Pkt.	1		

101	Pen stand	No.	1		
102	Paper clip	Pkt.	1		
103	Pilot gel Pen 05	No.	1		
104	Pilot gel Pen V-5	No.	1		
105	Pilot gel Pen V-7	No.	1		
106	Plastic mug	No.	1		
107	Plastic file folder	Pkt.	1		
108	Plastic thread bondle	No.	1		
109	Red salu cloth	Mtr.	1		
110	Register No.4 (Good quality)	No.	1		
111	Register No.6 (Good quality)	No.	1		
112	Register No.8 (Good quality)	No.	1		
113	Register No.10 (Good quality)	No.	1		
114	Register No.12 (Good quality)	No.	1		
115	Register No.20 (Good quality)	No.	1		
116	Register No.22 (Good quality)	No.	1		
117	Register No.26 (Good quality)	No.	1		
118	Register No.30 (Good quality)	No.	1		
119	Register No.40 (Good quality)	No.	1		
120	Register No.50 (Good quality)	No.	1		
121	Register attendance (Good quality)	No.	1		
122	Room freshener (godreg are matic)	Unit	1		
123	Room freshener cartridge (godreg are matic)	Unit	1		
124	Stapler (Small)	No.	1		
125	Stapler (medium)	No.	1		
126	Stapler (Big)	No.	1		
127	Stapler pin (small)	Pkt.	1		
128	Stapler pin (medium)	Pkt.	1		
129	Stapler pin (big)	Pkt.	1		
130	Steel Scale (12")	No.	1		
131	Stamp pad	No.	1		
132	Stamp pad ink	No.	1		
133	Shorthand note book	No.	1		
134	Steel spoon (Branded)	Set.	1		

135	Steel fork spoon (Branded)	Set.	1		
136	Stapler pin No. 10	Pkt.	1		
137	Stapler pin opener	No.	1		
138	Stock register	No.	1		
139	Steel water bottle 1 lt. (Borosil)	No.	1		
140	Steel water bottle 1 lt. (Cello)	No.	1		
141	Standard note book/ pad	No.	1		
142	Tag (Good quality)	Pkt.	1		
143	Thermoflask 1 lt. (Milton)	No.	1		
144	Turkish napkin (good quality)	No.	1		
145	Turkish towel (Big)	No.	1		
146	Turkish towel (Car)	No.	1		
147	Tissue paper	No.	1		
148	Tea tray (medium)	No.	1		
149	Tea tray (big)	No.	1		
150	Umbrella (Small)	No.	1		
151	Umbrella (Big)	No.	1		
152	Visiting card holder	No.	1		
153	Writing pad (Spiral)	No.	1		
154	White fluid	Pkt.	1		
155	Wiping stick	No.	1		
156	Xerox paper (A4 size) JK-75GSM	No.	1		
157	Office calling bell	No.	1		