



STATE INSTITUTE OF HOTEL MANAGEMENT
TITILAGARH ROAD, BALANGIR

Ref No. 182 /SIHM/2025-26/O.O

Date:26.08.2025

QUOTATION CALL NOTICE

Sealed quotations are invited from Registered Firms/Co-operative Stores having their branch/Business center in Balangir only for supply of Stationery items for the year 2025-26 to the office of the Principal State Institute of Hotel Management (SIHM), Titilagarh Road, Balangir, Odisha. **The sealed quotation should reach the O/o the Principal State Institute of Hotel Management, Titilagarh Road, Balangir, duly super scribed "Quotations for Stationery items" on or before 09.09.2025 at 12.00 pm and will be opened on the same day at 4.00 P.M.** quotations received after the scheduled date and time will not be entertained. Quotation document can be downloaded from the official website of the O/o the Principal, State Institute of Hotel Management, Titilagarh Road, Balangir (www.sihmbalangir.org).

TERMS AND CONDITIONS

1. Quotationer should be registered dealer having PAN issued by Income Tax Department and GSTIN/SRIN issued by the relevant authority of the State and should furnish copy of up to date GST certificate and PAN card.
2. Conditional quotation will not be accepted.
3. The quotation shall be opened by presence of the committee members
4. Item wise rate must be quoted (inclusive of all taxes and transportation costs) in the same format of list of items annexed to this quotation notice (Annexure-I) duly signed and stamped by the quotation in firms letter head.
5. The rate so quoted shall remain unchanged for one year from the date of acceptance of the quotation or till finalization of next quotation whichever is earlier.
6. Supply should be made within one week from the date of receipt of purchase/supply order and F.O.R. destination, O/o the State Institute of Hotel Management, Balangir.
7. Payment will be made subject to the condition that the articles are delivered in full, in good condition.
8. In case the approved Firm/Supplier fails to supply goods at the approved rate during the contact period for any reason, his/their quotation for the next time will not be considered and will be black listed.
9. This office may inspect the potentiality of the firm, if necessary.
10. Sealed Quotation forms duly filled up and signed by the firm should be submitted at "Principal, State Institute of Hotel Management", Balangir through by speed post & courier.
11. The firm must be superscript top on the envelope **"Quotation for Stationery items for the year 2025-26"**
12. The competent authority reserves the right to cancel any part or whole of the quotation without assigning any reason thereof. In case of any dispute the decision of the State Institute of Hotel Management, Balangir shall be final and binding.

Sd/-
Principal, SIHM, Balangir

Annexure-I**Format for price bid for office stationery items for the year 2025-26**

Sl. No	Particulars	Specifications	Unit	Rate
1.	A-4 Xerox Paper	JK Easy Copier-(Red) 75 GSM	Per pkt.	
		JK eco rise 70 GSM		
		JK Sparkle 70 GSM		
		JK Easy Copier- 70 GSM		
		JK a copier 70 GSM		
2.	Arch File (A4)	Color- Assorted	Per piece	
3.	Alpin / T-pin	Faber Castle	Per pkt.	
4.	Battery AA (12 no)	Eveready/ Duracell/ Panasonic	Per pkt.	
5.	Battery AAA (12 no)	Eveready/ Duracell/ Panasonic	Per Pkt.	
6.	Blinder Clip	Size-51MM (Diamond)	Per pkt.	
7.	Blinder Clip	Size-32MM (Diamond)	Per pkt.	
8.	Blinder Clip	Size-19MM (Diamond)	Per pkt.	
9.	Blinder Clip	Size-15MM (Diamond)	Per pkt.	
10.	Calculator (12 Digit)	Cello/Casio	Per piece	
11.	Calculator (120 Steps)	Cello/Casio	Per piece	
12.	Carbon Paper	100 pcs.	Per pkt.	
13.	Cello Tap (Brown/ Green/ Yellow/Red)	Size-1"	Per piece	
		Size-2"		
14.	Cello tap Transparent	Size-1"	Per piece	
15.	Cello tap Transparent	Size-2"	Per piece	
16.	Correction Pen	Faber Castle	Per pkt.	
17.	Dak. Despatch register	No.10	Per piece	
18.	Dak. Receipt register	No.06	Per piece	
19.	Double Punch File		Per piece	
20.	Double Punch Machine		Per piece	

Sl. No	Particulars	Specifications	Unit	Rate
21.	Drawing Sheet		Per piece	
22.	Exam. Sheet Plain	(Utkal)	Per Ream	
23.	Excel bond Paper	JK , 90 GSM	Per pkt.	
24.	Eraser (Non dust)	Apsara/Natraj/ Doms	Per pkt.	
25.	Fevi stick	25gm	Per pkt.	
26.	Fevicol Gum	120gm	Per piece	
27.	File Board		Per piece	
28.	Gum Bottle (300 ml)	Camel/ Kores	Per piece	
29.	Highlighter Pen	Faber Castle	Per pkt.	
30.	Lamination Paper		Per pkt.	
31.	Marker Ink	Luxor	Per piece	
32.	Paper Cutter	Faber Castle	Per pkt.	
33.	Paper Cutter Blade		Per pkt.	
34.	Paper cutter scissor (medium)		Per piece	
35.	Paper Weight		Per piece	
36.	Pencil	Apsara/Natraj/Doms	Per pkt.	
37.	Pen Holder		Per Piece	
38.	Permanent Marker (Black/Blue/Red)	Artline, Reynond	Per piece	
39.	Plastic Folder/ Clean Bag		Per piece	
40.	Pocket Note Book		Per pkt.	
41.	Pen (Ball)	Pentonic	Per pkt.	
42.	Pen, Use & Throw (Black/Blue/Red)	(Elkos Shine/Goldex) (Pkt. of 10 pcs)	Per pkt.	
43.	Pen, (Black/Blue/Red)	Pkt. of 05 pcs (Elkos-Gel)	Per pkt.	
44.	Pen (Blue/Black/Red)	Luxor pilot	Per piece	
45.	Pen Tik Tok	Pkt. of 05 pcs	Per pkt.	

Sl. No	Particulars	Specifications	Unit	Rate
46.	Pen (Black/Blue/Red/Green)	V7	Per piece	
47.	Pen (Black/Blue)	Pilot-Hi-Tech Point	Per piece	
48.	Pen (Black/Blue/Red)	Rorito Maxtron	Per piece	
49.	Pen (Black/Blue/Red)	Reynolds Trimax	Per piece	
50.	Pencil Sharpener	Apsara/Natraj/Doms	Per pkt.	
51.	Rolling Paper (For Examination)		Per ream	
52.	Rolling Register	84 Pages (with cover)	Per piece	
53.	Rolling Register	16 No	Per piece	
54.	Rolling Register	18 No	Per piece	
55.	Rolling Register	20 No	Per piece	
56.	Rubber band (Nylon)		Per pkt.	
57.	Silver Tone Metal U Shape Paper Pin	Pkt. of 100 Pieces, 1.02 Inches/26 MM,	Per pkt.	
58.	Science Note Book	100 / 168 pages Size-29cm x21 cm (Pkt. of 6 pcs.)	Per pkt.	
59.	Service Book		Per piece	
60.	Single Punching Machine		Per piece	
61.	Stapler (No.10)	Kangaroo	Per piece	
62.	Stapler Pin (No.10)	Kangaroo	Per box	
63.	Stapler Pin (No.23/15)	Kangaroo	Per box	
64.	Stapler Pin (No.24/6)	Kangaroo	Per box	
65.	Stapler Pin (No.23/8)	Kangaroo	Per box	
66.	Stick File (Plastic)		Per pkt.	
67.	Sticky Note		Per pkt.	
68.	Steel/ Plastic Scale	Size-12"	Per piece	
69.	Stamp Pad (Medium)	(11 cm x 7 cm)	Per piece	
70.	Stamp Pad (Big)	(15.7 cm x 9.6 cm)	Per piece	
71.	Tape Dispenser		Per piece	
72.	Thread Tag	Cotton/ Plastic	Per bunch	

Sl. No	Particulars	Specifications	Unit	Rate
73.	TA Form		Per piece	
74.	Tracing Paper	A4 Size - 95 Gsm	Per pkt.	
75.	Vehicle Log Book	No.10	Per piece	
76.	White Board (Small)	Size-8 ft' x 4 ft'	Per piece	
77.	White Board (Big)	Size-10 ft' x 6 ft'	Per piece	
78.	White Board Duster		Per piece	
79.	White Board Marker Pen	Camlin	Per pkt.	

We agree to all terms and conditions of the quotation call notice (Vide quotation no._____/SIHM/2025-26/Quotation call notice, Dated_____ and also confirm we will provide the materials as per the standard specified in the document.

Date:

Signature with Seal of the Quotationer