



BHUBANESWAR DEVELOPMENT AUTHORITY
AKASH SHOVA BUILDING,
SACHIVALAYA MARG, BHUBANESWAR – 751001

3. The rates quoted should be inclusive of all taxes, freight and delivery should be made at BDA Office, Akash Shova Building, Pandit Jawaharlal Nehru Marg, Bhubaneswar.
4. Applicants shall have to submit self attested photocopy of valid GST Registration Certificate, up to date GST Clearance Certificate, IT Clearance Certificate, PAN Card and DIC Registration Certificate along with the quotations.
5. The sealed quotation/tender shall be sent only through Speed Post/ Regd. Post with A.D. Hand delivery is not allowed and drop box facility is not available .
6. Applicants should submit the sample papers as required by BDA with the quotations (for printing materials and computer papers) and also produce the other sample at the time of opening of-the quotation for inspection and selection.
7. If the lowest quotationer will be unwilling to supply the materials after opening of the tender its EMD will be forfeited.
8. The period of contract for the supply of all items of materials shall be valid till one year from the date of execution of the contract agreement.
9. BDA reserves the right to reject any or all quotations without assigning any reason thereof. BDA is not bound to accept the lowest financial bid and reserves the right to negotiate the rates and other terms and conditions with the lowest bidder (L 1).
10. The sealed quotations are to be received by the undersigned up to 4.00 PM **on 15.05.2026** and will be opened on the same day at 5.00 P.M in the presence of the applicants or their authorized representatives.
11. Suppliers using the downloaded form, are required to enclose the cost of tender paper of Rs.1180/- (Rupees one thousand one hundred eighty only) along with the quotation in shape of bank draft payable in favour of Bhubaneswar Development Authority at Bhubaneswar towards the cost of tender paper for each item, which is non-refundable failing which the quotation will be rejected.
12. The cover of the quotation should be Super scribed as "**Quotation / Tender for Supply of Stationeries, printing materials, to BDA for the year 2026-27**" and inside the main envelope two separate sealed envelope must be there i.e. one envelope for "**Technical bid**"& other as "**Financial bid**"



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A. TECHNICAL BID- On this envelop it should be super scribed as "**Technical bid**" and should be submitted with following documents:

- i. Photo copy of update GST clearance certificate, GST Registration Certificate, IT clearance Certificate, PAN Card, DIC Registration certificate.
- ii. Bank draft or Pay order for Rs. 1180/- (Rupees One thousand one hundred eighty only) i.e. cost of tender paper which is non- refundable .
- iii. Bank draft or Pay order for Rs.10,000/- (Rupees ten thousand only) as EMD in favour of BDA, Bhubaneswar
- iv. Sample of papers (for printing and computer papers).

If the applicant qualifies in technical bid, after assessment of the same, due intimation would be sent to the applicant for opening of the financial bid. If the applicant has been blacklisted by Govt. of Odisha or any Corporation or PSOS of State Govt. then they are debarred from participating in the tender/ quotation.

b. FINANCIAL BID - On this envelop it should be super scribes as "**Financial bid**" the applicants must quote the rates in the prescribed format.

- i) The specified materials can be seen on any working day between 2 P.M. to 4 P.M. at BDA Main office store.
- ii) BDA is not responsible for any postal delay.
- iii) Quotations should preferably be type written/ computerized and any correction or overwriting should be duly attested.
- iv) All the transit risks shall be the responsibility of the supplier. Price quoted shall be F.O.R. delivery in BDA Store.
- v) If the supplier fails to supply the order in full within the stipulated period, it may lead to forfeiture of EMD & blacklisting of the supplier(s).
- vi). On delivery, the supplied materials shall be inspected by the Inspection Committee to verify the quantity, specification, quality for which order was placed. If it turns out to be otherwise the acceptance of delivery shall be refused at the risk & responsibility of the suppliers.

Darui
23/04/2016

Secretary

Bhubaneswar Development Authority

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BHUBANESWAR.
LIST OF STATIONERY MATERIALS.

Sl.No.	Name of the item.
1	Alpin(Bell)
2	Arch File (Sweta/Cello)
3	Acid(Best Quality)
4	Bound Register(Sangam brand best quality)
	(a) -do- (No. 6)
	(b) -do- (No. 5)
	(c) -do- (No. 4)
	(d) -do- (No. 3)
	(e) -do- (No. 2)
5	Budkin(plastic handle)
6	Battery
	(a) Pencil (Nippo/Eveready)
	(b) Torch (Nippo/ Eveready)
	(c) A/C Remote(Nippo/ Eveready)
7	Bucket (12") Plastic (Cello/Ankur)
8	Bleaching powder (25kg Packet) ISI Brand.
9	Binder Clip
	(a) 41 m.
	(b) 32 mm
	(c) 25mm
10	Broom (Best quality)
11	Bowel set (Bone China) (Oasis)
12	Carbon paper (Kores 503)
13	Cotton thread (Best quality)
14	Colour pencil(Camlin)
15	Cello tape (18 mtr.)
	(a) Colour (1" & 2")
	(b) Plain (1" & 1/2")
	(c) Brown Colour(1" & 1/2"/ 2")
16	Cash Book (Sweta/Rajadhani) No. 30, No. 20, No.10
17	Correction Pen (Camlin)
18	Clutch pencil (0.5 mm (IMP)
19	Clutch Pencil Lead (0.5 mm)(IMP)
20	Cup saucer(Bone China) Oasis/Treo)
21	Calculator(12 digit check & Balance) (Orpat/Citizen) ii)Scientific Calculator
22	Colin spray (500 ml)
23	Chair Cushion(Kurl on)
24	Colour sticker.
25	Calling Bell(wireless) (Cona)
26	Duplicate paper (best quality)
27	Duster cloth (cotton) best quality.
28	Drawing pencil (Venus)
	(a) HB
	(b) 2H
	(c) B
	(d) 2B
29	Drawing pencil (Camlin)
	(a) HB
	(b) 2 H
	(c) B
	(d) 2 B.
30	Wastage paper (Basket) with cover. (Ankur/A one)
31	Daka pad.
	(a) Sweta /Rajdhani (half cover file Polly coated)
	(b) Sangam (Jumbo four flap file code C-1-731)
32	Dot pen
	(a) Executive (Pilot V7/Trimax jel)/ pilot Hi-Techpoint-05
	(b) Both side pen(Dayal Metro)
	(c) Use and throw (Ordinary).(ELKOS SHINE/ Sifco)

Handwritten mark

33	Dinner plate(Bone china) Oasis
34	Envelope.
	a) 16x12" size (Cloth line)
	b) A-3 size (Poly coated)
	c) A-4 size (Poly coated)
	d) F/S size (fullscape size poly coated)
	e) 10" x 4" (white) plain.
	f) 10"x4" (window)
	g) 6"x12" (Poly coated envelope)
	h) 11"x5" size(Manila)
35	Electric kettle (1 ltr.) Bajaj/ Borosil
36	Eraser a) type (Kores)
	b) Steadler(IMP)
	c) Ordinary (Natraj)
37	Engagement pad (best quality)
38	Engagement programme stand(best quality)
39	File Trey (Ankur/Omega)
40	Fevistic
41	Fevi quick (Fevicol)
42	File board with 4 corner cloth pestling hand made (best quality)
43	Flat file (pink) (Thick quality)
44	Guard file (200 folios) (best quality)
45	Gum (Camel/Kores) (300 ml.)
46	Glass lid /Glass cover best quality - 6 pcs per pkt.
47	Glass tumbler (A) (Executive) (Borosil)
	(B Yera T-10/c)
48	High lighter pen (feber castle)
49	Hand wash liquid soap(250 ml. Dettol /Lifebuoy)
50	Harpic (1 Litter)
51	Hand wash Turkish towel (size- 12" x 12")
52	James Clip(Plastic) (best quality)
53	Knife a) Folding (best quality)
	b) Plain (crystal)
54	Lock (Godrej) a) 7 liver b) 6 liver.
55	Measuring tape(100') (Freeman) (cotton)
56	M.B. Book(Oxford)
57	MoP (Best Quality)
58	Note pad a) 1/6 size (best quality)
	b) 1/8 size (best quality)
	c) A 5 size(best quality)
59	Naphtholine (Bengal chemical)
60	Odonil.
61	Toilet Brush (Best Quality)
62	Pencil a) Ordinary (Natraj)
	b) Short Hand(Apsara)
63	Paper weight (best quality)
64	Punching machine(Kangaro)
	a) Single hole
	b) Double hole.
65	Plastic folder file.
	a) F/S size (best quality) white colour
	b) A-4 size (best quality) white colour.
	c) A-3 size (best quality) white colour.
66	Pen stand (Kebica Brand)
	a) With 4 pens.(152 S)
	b) With 2 pens.(PS-202 R)
	c) Round (Mood stand)
67	Plastic Mug(superior quality)
68	Phooljhadu (best quality)
69	Phynile (Docotr's brand) 1 Litter & 5 Litter
70	Plastic file(Liver type)(File max / colour line) magazine rack.
71	Rainy coat(Duckback) & Rainy bag(Duck back)
72	Room freshener Riya/Premium/godrej
73	Refill(Jotter) Renold./ Montex Jumbo Metal refill/trimax jel/v7

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74	Refil(pointed small and big)
75	Rotaring penset (IMP)
76	Rotaring ink (IMP)
77	Rulling paper (DFS) Best quality.
78	Rotaring Pen (0.3,0.5)
79	Short Hand Khata(Apsara)/Oxford
80	Stapler machine (Kangaro) a) big size(HP 45.) b) small (No. 10 D(gold))
81	Stamp pad (a) big camel/Kores [Long Life] (b) small faber castell (plastic body)
82	Sketch pen (best quality)
83	Soap a) Lux (75 gram) b) Lifebuoy
84	Stamp pad ink (Kores)
85	Sanitol /Nimyle (big) 1 Litter & 5 Litter
86	Spiral binding pad. a) 1/8 size (best quality) b) 1/6 size (best quality)
87	Stapler pins(Kores/Kangaro) a) No 24/6 (big) b) No. 10-1M (small)
89	Salu cloth(red, green, blue and white)
90	Spoon (steel)(crystal) a) Big size b) Small size.
91	Scale Plastic. a) Ordinary (Natraj) b) Foot/matic (Omega) c) Steal Scale(1ft & 2ft)
92	Surf Excel (500 gm.)
93	Stick note a) 2" x 3" Stick note b) 3" x 4"
94	Type paper (best quality) (full size)
95	Type ribbon (Kores/cotton)
96	Type writer oil
97	Tag (12") cotton special quality.
98	Thermoflask(cello/Milton) a) 1 liter. b) 1/2 liter. c) 5ltr
99	Tea tray (best quality)
100	Table glass 6 mm per sqft.
101	Turkish towel (Best quality) a) 72" x 36" b) 30" x 60" c) 27" x 54"
101	Tiffin plate (bone china)(Oasis/Treo)
102	Tracing paper (Gate way) a) "60 x 70" b) "90 x 100"
103	Tracing cloth (18 mtrs) (best quality)
104	Umbrella (K.C Paul)/ Traffic umbrella Sun Brand a) Folding. b) Plain.
105	Vim powder (1 kg.)
106	Wax
107	White board non magnetic with duster and WB maker pen.
108	White jug (Milton) 1litter.
109	White paper (D.F.S)
110	Xerox paper – J.K. Copier. a) A/3 size b) F/S size. c) A/4 size d) J.K. bond paper (1000 Sheet) Packet

111	Glossy paper 180gsm(50 sheets)
112	Tracing paper Asian- 36" x 20 Mtrs 200 GSM
113	Magazine Rack (OMEGA/ CELLO 1Pkt)
114	Plastic Leaf file (10 Folder/20 Folder)
115	Table Desk top (Fibber)
116	Car Perfume (Best quality)(godrej Aer)
117	Bottom plastic Folder with Cover
118	Ring binder File
119	Wall clock (Ajanta)
120	Glass water bottle (Best quality)/Milton/plastic bottle(Milton)steal
121	Scissor (big size) (best quality)
122	Scissor (small size) (best quality)
123	Dettol (500ml)
124	Hand Sanitizer (500ML/ 5 Litter) (Ramsons)
125	White board permanent marker (blue, red, black, green) Duster
126	Dustbin big size/small size
127	PVC Out Door Mat ("50X"80) Size
128	Air Freshner
129	Hit (Baygon/Mortein Spray)
130	Toilet paper/Tissue paper Roll (best quality)
131	Lemon Floor Liquid (Lemon grass)
132	Signature Pad

133 | Colour Xerox Paper A14 size - (4 colour)

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LIST OF PRINTING MATERIALS.

Sl. No.	Name of the item.	Description of specification.	Units.
1	Note sheet a) 1 st page b) 2 nd page.	14.5 kg. MB conquest paper of ¼ DFS size both side printing with logo & margin in royal blue colour and pad binding. Each pad contains of 100 sheets.	Per pad.
2	Fly leaf	25 kg. Colour board of size 4/2 DFS with eye light fitting in top and cloth pasting in middle with printing ii)26.5kg Duplex colour board	In Nos.
3	DFA	14.5 kg. Siripur white map litho paper of ¼ DFS size one side printing with logo and margin in royal blue colour and pad binding. Each pad contains 100 sheets.	Per pad.
4	BDA Letter Pad.	70 GSM J.K. bond paper of size ¼ Demi with offset printing & BDA logo in royal blue colour. Each pad contains 100 sheets with pad binding.	Per pad.
5	Continuous pad	70 GSM JK bond paper of size ¼ Demi with multi colour offset printing and BDA Logo each pad contains 100 sheets.	Per pad
6	Combined title page with fly leaf.	24 kg. Colour board of size ½ DFS with eye light fitting in top and cloth pasting in middle with both side printing.	In nos.
7	Order sheet a) 1 st page b)2 nd page	14.5 kg. JK white maplitho paper of size ¼ DFS with printing in royal blue colour and pad binding Each pad contains 100 sheets.	Per pad
8	a)Diary Register b)Despatch Register c) Log Book d) Peon Book e) File Register f) Transit Register.	11.9 conquest MB paper ½ DFS size with both side offset printing and board binding. Each book contains 200 folios.	Per book.
9	Urgent pad.	70 GSM JK bond paper of size 1/8 Demi with offset printing BDA logo and pad binding each pad contains 100 sheets.	Per pad.
10	DO Letter pad of officers	100 GSM Executive Bond paper of size ¼ Demi screen printing with BDA Logo and pad binding. Each pad contains 100 sheets.	Per pad.
11	Stock & Issue Register.	14.5 kg. Conquest MB paper of size 15" x 10" with both side printing and board binding. Each book contains 200 folios with index mark and rexine binding.	Per book.
12	Various types of forms	i)14.5 kg. Conquest paper of size ¼ DFS with ii) 14.5 kg. White map litho paper of size ¼ DFS with a) single side printing b) Both side printing. c) Stapling charges.	Per page Per page Per page.
13	Various types of Brouchers and other such types of books.	a) Cover – 300 GSM sinar art board with scanning planning, designing & multi colour offset printing along with Mat lamination. b) Inner- 24 kg. White map litho paper of ¼ demy size multicolour offset printing with scanning, planning and designing. c) Cover 220 GSM sinar art board with scanning planning designing & multicolour offset printing along with lamination. d) Inner-130 GSM sinar art board of ½ Demy size multicolour offset printing along with scanning planning and designing. e) Inner 60 GSM JK white of ¼ Demy size with offset printing . f) Binding charges per book.	Per cover page. Per 4 pages. Per cover page Per 4 pages Per 4 pages. Per book.
14	Service Books.	14.5 kg. Conquest MB paper of ¼ DFS size with both side offset printing in royal blue colour with BDA logo	Per book.

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		and book binding each book continues 100 folios.	
15	Information Booklet and application for permission for Transfer/Prepossession of Transfer /change of allotment of House/Shop/Plot leases to the Allottees by BRIT /BDA etc.	14.5 kg. Conquest paper of size 11"x9" both side printing stapling each book contains 8 pages.	Per book
16	Bank Challan	54 GSM Demy Sewa white paper with both side offset printing in single colour and four middle proportion	Per page.
17	Invitation card	1. 300 GSM Sinar art board of size 8"x5" with bi-colour Screen printing along with printed white envelop.	Per 100 nos.
		2)220 GSM Sinar art board of size 8"x10" with bi-colour Screen printing along with printed white envelop	Per 100 nos.
18	Visiting card	Britannia Card with bi-colour screen printing.	Per 100 nos.
19	a)Bank Debit Voucher Pad b) Bank Credit Voucher pad. c) Cash payment Voucher pad. d) Cash receive Voucher Pad. e) Funds transfer Voucher pad. f) Journal Voucher pad.	48 GSM colour paper (siripur) of size ¼ demi with original and duplicate along with printing & pad binding. Each pad contains 200 sheets in duplicate.	Per pad.
20	Contingent Bill Form Pad.	9 kg. JK white paper of size ½ DFS with red colour printing in original and duplicate. Each pad contains 200 sheets.	Per pad.
21	Money Receipt Book	48 GSM colour paper (siripur) (White,yellow & green) of size 1/8 demi with printing having book nos. sl. No. in 50 sheets each with original duplicate & triplicate.	Per book.
22	City Bus Stand Coupon Book.	6.7 kg. Map lito(Sewa) paper of size 9" x 5 ½" with printing sets with proportion & book binding each book contains 50 pages.	Per book.
23	a)Lease cum Sale Deed Form. b) Lease cum Sale Agreement Form d) Indenture for sale. e) Indenture for gift f) Green Channels Form g) Lease of land for residential purpose h) Lease of land for commercial purpose. i) Lease of Building with plot for commercial purpose form. j) Sale of Apartment form. k) Other (saleable) Form.	14.5 kg. Conquest paper of ¼ DFS size a)Single side printing. b)Both side printing. c) Stamping charges.	Per page Per page. Per form.
24	Main Office Store & Horticulture Store Indent book.	6.7 kg. Sewa white & siriut colour paper (white yellow, pink, green) of size ¼ Demi, Each book contains 50 sheet of colour paper with Sl.No. Book No. printing & binding.	Per book.
25	Annual Report & other	a) Cover-300 GSM sinar Art Board of ¼ Demi	Per cover

	such type of books.	<p>size with design multi colour offset both side printing & lamination (Gloss/Mat)</p> <p>b) Cover-220 GSM Sinar Art Board of 1/4 Demi size with design multi colour offset both side printing & lamination (Gloss/Mat)</p> <p>c) Inner – 24 Kg. JK white map litho paper of size 1/4 demi with scanning planning multi colour offset printing.</p> <p>d) Inner – 170 kg. Sinar art paper of size 1/4 Demi with scanning planning, multi colour offset printing.</p> <p>e) Binding charges.</p>	<p>page</p> <p>Per cover page</p> <p>Per 04 pages</p> <p>Per 04 pages</p> <p>Per Book</p>
26	Acquaintance Roll	11.9 Kg. Double full scape size coquet paper with one side printing, board binding proportion with 100 folios.	Per book.
27	<p>a) Contractor Ledger</p> <p>b) Imperest Cash book.</p>	11.9 Kg. Double full scape size coquet paper with one side printing, board binding Each book contains 100 folios	<p>Per book</p> <p>Per book.</p>
28	Folder with back side jacket.	100 CSM/ 1/2 Demi size hand made paper with single side colour screen printing.	Per folder.
29	Paper folder	44 x 28 cm (Multi colour printing, 300 GSM Art Board with 02 nos flap pasted inside)	Per folder
30	Urgent slip, RTI urgent, Assembly urgent, Court matter urgent, Authority Urgent, Most Urgent etc.	120 GSM White board 1/4 Demy with size 2'x4" with single colour printing .	Per 1000
31	Hand Receipt Book	54 GSM sewa white paper with 1/2 demi size each book contains 100 pages with middle proportion with side stitching & binding.	Per book.
32	Planning & Building Standard Regulation Act.2001	<p>a)10 kg. Andhra Colour board of size -1/4 demi Sinar.</p> <p>b) Inner-17.3 kg. Map litho paper of size 1/4 demi with printing each book contain 77 pages with binding.</p>	Per book.
33	Planning & Building Standard Regulation Act 2008	<p>a)Cover – 300 GSM Sinar art board with multi colour off set both side printing and lamination.</p> <p>b)Inner- 17.3 kg. White map litho (sewa) of size 1/4 demi with printing each book contains 170 pages with bindings.</p>	Per book.
34	Information Book let and application form for development of buildings Form "A" , "B" , "C" , "D" & "E"	<p>a)Cover page- 200 GSM 1/4 demi size colour board with bi-colour printing and lamination.</p> <p>b)Inner pages 60 GSM (Sewa) containing 15 pages and one side black print along with 2 sheets application form 120 GSM colour with printing and proper ting Book & application form along with numbering book binding.</p>	Per book
35	Information book let and application form for Regulation of construction Unauthorized/Deviated construction through compounding.	<p>i)Cover 10 kg. Colour board in bicolour offset printing with</p> <p>ii)inner pages 10.4 kg. Sinar white paper of size 1/4 DFS size with printing and binding (a) both sides printing and</p> <p>b)5.7 kg. Andhra colour board of size 1/4 with both sides printing (application form) enclosed inside the form with book binding.</p>	Per book.
36	Attendance Register	1/2 Demi with paper size 17"x22" single colour printing 76 pages cover cloth binding/pasting.	