

Government of Odisha
General Administration & Public Grievance Department

No. GAD-OE2-CONT-0003-2022- 14330 /Gen., Dated. 07.05.2026

QUOTATION CALL NOTICE

Sealed quotations in letter pad are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid GSTIN under OGST Act 2017 and PAN for supply of **Towels** for official use of G.A. & P.G. Department. The quotations should reach the undersigned by **21.05.2026, 2.00 P.M.** at the latest and the quotations shall be opened on the same day at 4.00 P.M. in presence of quotationers or their authorized representatives. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected.

The quotationer must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as 'Technical Bid' and 'Financial Bid' respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed "**Quotations for Towels**". **In case of any deviation, the quotation shall be summarily be rejected without assigning any reason thereof.**

Technical Bid should contain following documents:

1. Registration Certificate of the firm / supplier
2. GST Registration Certificate
3. Copy of PAN
4. Copy of Up to date GST Return (GSTR 3B)
5. IT Return (2024-25 AY)
6. Address and contact details of firm / supplier. (Local address of business place at Bhubaneswar with contact details). The firm / supplier must have designated place of business and submit full local address and contact details.
7. Those bidders / firms who had participated in the last financial year and were selected but failed to supply the approved articles / items in time are not eligible to participate in this bid.
8. If the lowest Quotationer is unable to provide articles / items within 3 days from the date of issue purchase order the 2nd lowest quotationer will automatically be eligible to provide the same at the L1 price if he agrees at the prevailing market price.
9. If the lowest quotationer is unable to provide articles / items within 3 days, the said firm / supplier shall be blacklisted and shall not be allowed to participate in the tender process in 2026-27.
10. If the lowest quotationer is unable to provide articles / items of required specification in terms of quality and brand, the said items will not be accepted.

Financial Bid should contain the price of each article in the prescribed format per unit /packet of supply. **All prices should be inclusive of taxes.**

FORMAT FOR OFFER (FINANCIAL BID)

Name of the Firm:
(With full particulars)

Sl. No.	Item	Make / Model	Specification if any	Unit pack	Unit price (inclusive of all taxes) (In. Rs.)	Remarks

The Technical Bid will be opened on **21.05.2026 at 4.00 PM**. On qualifying in the Technical Bids, the Financial Bid will be opened on **26.05.2026 at 4.00 PM**. Those who do not qualify in the technical bid their financials bid will not be opened. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

AkBehere
Under Secretary to Government
07/05/2026

Memo No. 14331 /Gen., Dated. 07.05.2026

Copy forwarded to Under Secretary to Government (AR Cell), G.A. & P.G. Department to display the notice on G.A. & P.G. Department official website for information.

Under Secretary to Government
AR Behara
07/05/2026

Memo No. 14332 /Gen., Dated. 07.05.2026

Copy along with **Annexure – 'A'** forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.

Under Secretary to Government
AR Behara
07/05/2026

Memo No. 14333 /Gen., Dated. 07.05.2026

Copy along with **Annexure – 'A'** to Notice Board of General Administration & Public Grievance Department / Five (5) spare copies with **Annexure – 'A'** to O.E. – II Section for reference of Guard file.

Under Secretary to Government
AR Behara
07/05/2026

Memo No. 14334 /Gen., Dated. 07.05.2026

Copy forwarded to Chief Receptionist, Lokaseva Bhawan / Addl. DCP, Lokaseva Bhawan Security for information.

Under Secretary to Government
AR Behara
07/05/2026

ANNEXURE –‘A’

Sl. No.	Items
1	Towels (size 36" x 72") Bombay Dying Super Ultra
2	Towels (size 36" x 72") Raymond Super Ultra
3	Towels (size 36" x 72") Bombay Dying Super soft
4	Towels (size 36" x 72") Raymond Super soft
5	Towels (size 36" x 72") Wellspun
6	Towels (size 36" x 72") Bombay Dying Tulip
7	Towels (size 36" x 72") Bombay Dying Santino
8	Towels (size 36" x 72") Raymond Rosalia
9	Towels (size 36" x 72") Plain Strilpe
10	Towels (size 30" x 60") Priyanka
11	Small Towels (size 16" x 24") Tulip
12	Small Towels (size 16" x 24") Raymond Rosalia