

M. D. Gupta  
Self  
7.3.2026  
60  
10.03.26



ଓଡ଼ିଶା ସରକାର  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ  
Government of Odisha  
Panchayati Raj & D.W Department

ଓଡ଼ିଶା ଲୋକସେବା ଭବନ  
ଉଚ୍ଚିବାଇସ ନାଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
Odisha Lok Seva Bhawan,  
Sachibalaya Marg,  
Bhubaneswar - 751001  
Fax. 0674 - 2391413  
E-mail-prsec.or@nic.in

No.PT2-PR-OM-CONT-0004-2021 6935/PR&DW,

Date: 07.03.2026

**SHORT TENDER CALL NOTICE**

SEALED Tender Call Notice in plain paper accompanied with **EMD of Rs. 5000/- (Rupees Five thousand) only** in shape of Bank Draft in favour of the **DDO-cum-Under Secretary to Government, Panchayati Raj & Drinking Water Department**, Government of Odisha, Bhubaneswar at any Nationalized Bank are invited by the undersigned from the intending Manufacturers/ Dealers/ Firms/ Suppliers/ for supply of Miscellaneous Office Stationery, Furniture's, Computer Consumables, Electrical goods and Paper items and other Miscellaneous Office Stationeries for official use in Panchayati Raj and Drinking Water Department from time to time for the year 2026-2027.

2. The intending Firms / Suppliers may collect the list of articles along with the terms and conditions for supply of the same from Panchayati Raj & Drinking Water Department on any working day during office hour from 10.00 A.M. to 05.30 P.M. before submitting their Tender papers. The Firms should be located at Bhubaneswar having valid GST number and IT clearance certificate, which may also be furnished along with the tender.
3. The Firms applying for the same should preferably have experience of supplying of the above articles to any Department of Government of Odisha / Government of India / Public Sector Undertaking under the State Govt. or Govt. of India and should not have been debarred by them ( In support of this necessary orders / certificates shall be enclosed).
4. The price quoted by the Firm and period of supply shall remain valid for a period of one year as need base order from time to time.
5. The Tender should reach the undersigned by **30.03.2026** on or before **2.00 P.M.** which will be opened on the same day at **4.00 P.M.** in the **Conference Hall** of PR&DW Department chaired by Director, PR in presence of the tenderers or their authorized agents. If this day is declared later as holiday, the tenders will be received and opened on the next working day as per the scheduled time.
6. The sealed tender must be super scribed on the top of cover as "Tender for supply of Computer Consumables and Miscellaneous Office Stationeries.
7. The EMD of successful tenderers will be converted as security deposit to be reserved with this Department for a period of one year from the date of finalization of vendors / suppliers i.e. the date of Purchase Committee meeting . In case of failure to supply the required articles in time or to maintain quality of the items, the EMD will be forfeited.
8. The undersigned reserves the rights to accept or reject any or all tenders at any stage without assigning any reason thereof.
9. The application form of tender containing General Bid information and Terms and Conditions for Short Tender Call Notice can be downloaded from Odisha Govt. Website [WWW.Odisha.gov.in](http://WWW.Odisha.gov.in)

*[Signature]*  
07/03/2026

Under Secretary to Government.



CC to :

1. The Deputy Director (Advertisement), I&PR Department for information and necessary action. He is requested to take suitable steps for early publication of the Short Tender Call Notice in two leading Odia News Papers for one day at least before seven days from the date of quotation. The bill of the advertisement may be sent to this Department for necessary payment.
2. All Departments of Government with a request to display the Tender Notice in their respective Notice Boards.
3. The chief Receptionist/Head Care Taker/Sergeant, Secretariat Security for information and necessary action. The chief Receptionist is requested to issue necessary entry pass to the willing participants of the Tender.
4. The Under Secretary to Govt., i/c e-Governance Section with a request to display the Tender Call Notice on the State Govt. Website of PR&DW Deptt.
5. Account-II Section of Panchayati Raj & Drinking Water Deptt.

*Shri*  
07/03/2016  
Under Secretary to Govt.  
P.R. & D.W. Department