



# ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR

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No. OUHS-NIZ-NIZARAT-0005-2026/ 4068

Date: 28/04/26

## ADVERTISEMENT

Applications are invited from the intending suppliers/ firms situated at Bhubaneswar in the prescribed format for registration of their Firms in the Odisha University of Health Sciences, Bhubaneswar in consonance with the provisions made in the Rule-219 of the Odisha General Financial Rules, 2023 for a period of one year for supply of stationery articles (as per items at Annexure-A appended to the application form) as per procedure outlined in Rule- 224 of the Odisha General Financial Rules, 2023. The prescribed application format is available in the Web site ([www.ouhs.ac.in](http://www.ouhs.ac.in)) of OUHS which may be downloaded for submission of application by 19.05.2026 (1 PM) addressed to the Registrar, OUHS, Sishu Bhawan Square, Bapuji Nagar, Bhubaneswar by Speed post/ Registered post or through e-mail ([ouhs2022@gmail.com/ouhs@ouhs.ac.in](mailto:ouhs2022@gmail.com/ouhs@ouhs.ac.in)).

*D. Nayak*  
28/4/26  
REGISTRAR

Memo No. 4069/OUHS/2025

Dated. 28/04/26

Copy forwarded to Comptroller of Finance for information and necessary action.

*D. Nayak*  
28/4/26  
REGISTRAR

Memo No. 4070/OUHS/2025

Dated. 28/04/26

Copy forwarded to PS to the Vice Chancellor for information and necessary action.

*D. Nayak*  
28/4/26  
REGISTRAR

Memo No. 4071/OUHS/2025

Dated. 28/04/26

Copy forwarded to Members of Tender Committee.

*D. Nayak*  
28/4/26  
REGISTRAR

Memo No. 4072/OUHS/2025

Dated. 28/04/26

Copy forwarded to I.T. In-charge for information in order to display this Advertisement along with application format in OUHS Website for wide publicity.

*D. Nayak*  
28/4/26  
REGISTRAR

**APPLICATION FOR REGISTRATION OF FIRMS/SUPPLIERS FOR SUPPLY OF STATIONERY ARTICLES FOR ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR FOR A PERIOD OF ONE YEAR FROM THE DATE OF EMPANELMENT, IN CONSONANCE WITH THE PROVISIONS MADE IN THE RULE-219 OF THE ODISHA GENERAL FINANCIAL RULES, 2023.**

(To be filled by the Applicant Firm and the cover of the application may be superscribed as "**APPLICATION FOR REGISTRATION OF FIRMS FOR SUPPLY OF STATIONERY ARTICLES**").

The applicant Firms/Suppliers are required to furnish the following information along with connected documents for registration of Firms in the Office of the University of Health Sciences, Bhubaneswar for a period of one years (subject to renewal of registration in each year on submission of application afresh by the vendors) for supply of Stationery articles on the items appended to the application as Annexure-A for official use in the University from time to time.

1.	Name of the Applicant for registration of Firm/Supplier:	
2.	Name & Address of the Firm/Supplier	
3.	Contact Number (Mobile/WhatsApp)	
4.	e-mail address of the Firm/Supplier	
5.	Registration of Firm/Supplier (Copy of Valid document in respect of registration under appropriate authority)	
6.	Length of business Experience in the respective field. (At least three years' experience in the field of supply)	
7.	Supply of stationery articles if any to Government Offices/any University for the last three years. (Copies of supply orders and performance report if any to be submitted along with the application)	
8.	Documents required to be furnished along with application.	
	a) GSTIN Number	
	b) PAN Number	
	c) IT return for last three years	
	d) Annual Turnover in rupees (not less than 25 lakhs)	
9.	Whether delivery to be made at the doorstep, i.e.at the Office of the OUHS, Bhubaneswar.	<b>YES/NO</b>
10.	Commitment made to supply of materials within reasonable time as fixed in the purchase order.	<b>YES/NO</b>
11.	Commitment to supply of materials as per Specification in the Purchase Order (Any deviation leads for cancellation of contract and cancellation of registration).	<b>YES/NO</b>

12.	The Authority reserves the right to cancel the application/Bid without assigning any reasons thereof.
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I, ....., Proprietor of the Firm/Supplier do hereby declare that the information / particulars furnished by me in this application form are true to the best of my knowledge and belief. In case, any information is found to be incorrect, my application shall be liable to be rejected.

Place:

Date:

(Full Signature of the Applicant)

## Annexure-A

Annual indent of Stationery and other Articles		
Sl. No.	Name of the Stationery Articles	Make/Brand
1	Alpin- 100 Gm packet	Bell/Aerotix
2	Alpin (T shape)	Aerotix
3	Arch file	Rajadhani
4	AC Freshener (Car)	Campure
5	Budkin	JVS
6	Binder Clip	Aerotix/Oddey
7	Battery (Pencil) AA(Normal)	Duracell
8	Brown Paper	Standard quality
9	Battery (Pencil) AA	Duracell
10	Battery AAA(Remote)	Duracell
11	Battery 23A 12V (Cordless Bell)	GP
12	Cloth(Full coated) Cover file with OUHS logo print	Rajdhani
13	Cello Tape – 1 inch	Wonder
14	Cello Tape 2 inch	Wonder
15	Colour Flags	Oddey /Aerotix
16	Cordless Bell	Vesto
17	Conference Note Pad (Spiral Rolling)- (Luxur)	Luxur
18	Conference Note Pad (Standard quality – 72 pages ITC	Paper Craft
19	Conference Note Pad –Standard quality- 24 pages	Rajdhani
20	Calculator- (Large)- 12 digit	Casio/ORPAT/Similar model
21	Calculator- (Medium)- 12 digit	Casio/ORPAT/Similar model
22	CD marker	Faber Castle
23	Carbon Paper (Blue)- Kores	Kores
24	Clip (Jems)	Aerotix
25	Candle	Jyoti/ Similar brand
26	Cup Set- (6 nos)	OASIS
27	Correction Pen(Whitener)	Camel/Similar brand
28	Computer Clean Brush	Royal
29	Cell Torch for Security Guard	Eveready
30	Double Punch DP-480	Kangaroo
31	Emergency Light	Bajaj/Similar model
32	Engagement Glass Stand	Kebica
33	Executive Pen Stand (4/2 socket)	Kissan/Similar model
34	Executive Pen Red	Trimax/Pilot
35	Executive Pen Green	Trimax/Pilot
36	Executive Pen Blue	Trimax/Pilot
37	Eraser	APSARA
38	Envelope- Cloth coated- A/5 size	Good Quality
39	Envelope- Cloth coated- A/3 size ( 16*12) Fine	Good Quality
40	Envelope- Cloth coated- Legal size ( 14*10) Fine	Good Quality
41	Envelope- Cloth coated- A/4 size(12*10) Fine	Good Quality
42	Envelope 11*5 (Laminated)	Good Quality
43	Envelope 12*6 (Laminated)	Good Quality
44	Envelope- White - Size10*4 with OUHS Logo and address	Good Quality

45	Envelope- White Size 9*4 with Logo & address	Good Quality
46	Folder File ( Printed Text with Logo of OUHS) ( Orange, Green, Pink, Yellow and Blue)	As per sample
47	Folder (L)	SUN/Similar brand
48	Folder- (Plastic)(Single packet –bottom system)	Aerotix/ Worldone/ similar brand
49	Folder- (Plastic) (Double packet–bottom system)	Aerotix/ Worldone/ Similar brand
50	Folder (Cotton- Maroon Colour- 3 side Zip cover (as per sample)	Handloom product
51	Folder (Jute- Off White Colour-Handicraft product- Written Text with OUHS Logo- 3 side Zip cover	Handloom product
52	File Tray- A/4 Size (Plastic) (Medium)	A-One
53	Flourscent Marker Green (High lighter)	Faber Castle
54	Flourscent Marker Yellow (High lighter)	Faber Castle
55	Flourscent Marker blue (High lighter)	Faber Castle
56	Fevicol- 100 gm	Good quality
57	Fevigum- 50 ml.	Good quality
58	Fevi Stick – 25 gm/ 15 gm.	Good quality
59	Gum bottle (Camel)- 500 ml	Camel
60	Guard File	Rajdhani/ Similar brand
61	Hand Towel(16X24),	Raymond
62	Index Register (Binding)	Rajdhani/ Similar Brand
63	Lac(Sealing Wax)	Good quality
64	Lock	Godrej/Nav Tal
65	Mouse	Logitech
66	Plate (Melamine)- (Full )	Milton
67	Pen – Blue	Cello/Montex/ Goldex Classy/ Similar Type
68	Pencil one packet	Apsara/Camlin/ Faber castle
69	Pencil Sharpner	Apsara/Similar type
70	Pen Tumbler (Round/square)	Deli/ Similar brand
71	Paper Cutter	Natraj
72	Punching Machine(Single)	Kangaroo
73	Paper Weight	Fibre/Acrylic
74	Paper Clip- Plastic	Omega
75	Plastic Bucket	Ankur
76	Plastic Mug	Ankur
77	Pen Drive- 64 GB	HP
78	Plastic Stool	Supreme/ Nilkamal
79	Quotation Call drop Box	Good Quality
80	Room Refreshner- 200 Ml.	Ambipur
81	Rubber (elastic)	Good Quality
82	Rubber Glove	Good Quality
83	Rubber band	Good quality
84	Rolling Register- 200 pages	Rajdhani/ Similar brand

85	Rolling Register- 300 pages	Rajdhani/ Similar brand
86	Rolling Register- 400 pages	Rajdhani/ Similar brand
87	Rolling Register- 500 pages	Rajdhani/ Similar brand
88	Rubber Stamp- 3 lines	As per sample
89	Register (Plain) ( File movement) – 100 pages	Rajdhani/ Similar brand
90	Register (Plain) – 200 pages	Rajdhani/ Similar brand
91	Register (Plain) – 300 pages	Rajdhani/ Similar brand
92	Rubber Stamp (Dated receipt)	Good quality
93	Receipt Book ( As per sample)	Good quality
94	Stock Register- 200 pages	Rajdhani/ Similar brand
95	Stapler- Large (Kangaroo)	HP-45
96	Stapler- Small (Kangaroo)	HD10D
97	Stapler Pin (Large)24/6	Kangaroo
98	Stapler Pin (Small) No.10	Kangaroo
99	Steel Scale- 30 cm	Ajanta
100	Stamp Pad (Large)	Camel/Faber castle
101	Stamp Pad (Small)	Faber Castle
102	Stamp Pad Ink- 50 ml/100 ml	Camel
103	Sutuli(Jute thread)	Good Quality
104	Sketch Pen	Camel
105	Stool (small) - Toilet	
106	Turkish Towel (72" x 36")	Raymond
107	Tissue Paper	Pasio
108	Tag (8 inch/10 inch)	Good quality
109	Thermos flask (Steel)1lit.	Milton
110	Torch	Eveready
111	Tray- (L-24")	Good quality
112	Tray ( 18")	Good quality
113	Tray (12")	Good quality
114	Thread roll	Good quality
115	White Lace	Good quality
116	Wash Basin Brush	Good quality
117	Wiper	Good quality
118	Water Jug	Good quality
119	Water Bottle- 1000 ml	Milton
120	Water Bottle	Standard quality
121	Xerox Paper- A/4- 75 GSM	J.K.Copier
122	Xerox Paper- A/3- 75 GSM	J.K.Copier

123	Xerox Paper- Legal- 75 GSM	J.K.Copier
124	Xerox Paper- Full scape- 75 GSM	J.K.Copier
	Similar Products which are not spherically mentioned.	

