



CUTTACK MUNICIPAL CORPORATION

Tel No. 2308517, 2308424, 2308655 (Fax)

Ref.....10674

Date.....11/11/2021

QUOTATION CALL NOTICE

Secretary, Cuttack Municipal Corporation on behalf of Commissioner invites sealed quotation in plain paper or in official pad from reputed Registered Firm / Government Undertaking Firm / Manufacturing Unit / Supplier / Dealer having valid GST for supply of different office stationaries & printing materials to the office of the CMC as per the specifications mentioned in the Quotation Schedule. The quotationer should submit their quotation in the office of CMC by dt.22.11.2021 upto 3.00 P.M. through Regd. Post or Speed Post only addressed to the Joint Commissioner, Cuttack Municipal Corporation, Choudhury Bazar, Cuttack-753009. The authority shall not be held responsible for the postal delay, if any, in the delivery of the documents and non-receipt of the same in time. The quotations shall be opened on dt.22.11.2021 at 4.00 P.M. in the office of the Joint Commissioner, CMC, Choudhury Bazar, Cuttack in presence of the Quotationer(s)/ authorised representative(s) of the Quotationer(s).

The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

Terms & Conditions:

1. The quotationer should submit the EMD@1% of the total quoted value in shape of Bank Draft in favour of Municipal Commissioner, Cuttack Municipal Corporation, Cuttack with quotation.
2. The quotationer should deposit or submit Bank Draft of Rs.2000/-+ GST 18% of the total quoted value as paper cost in favour of Municipal Commissioner, Cuttack Municipal Corporation, Cuttack with quotation.
3. The quotationer should submit the quotation in the sealed envelope with detailed address, quotation number and date and subject of the quotation of the top of the envelop.
4. The quotationer should submit the up-to-date photocopies of GST, PAN No. & TIN No. must be accompanied with the quotation.
5. The rate should be inclusive of all taxes.
6. The materials should be supplied within 7 (Seven) days from the date of issue of the supply order to the Record Room of CMC during office hour with own arrangement and risks.
7. The approved rate of the item shall remain valid for a period of one year from the date of issue of supply order.


10/11/21
Secretary

Cuttack Municipal Corporation

Memo No. 10675 Dt. 11/11/2021

Copy to the I/C Diary Section, CMC / Collector & District Magistrate, Cuttack/ Sub-Collector, Sadar Cuttack/ Tahasildar, Sadar Cuttack for information and requested to publish the same in your Notice board for wide publication. Sri Bibhuti Bhusan Sahoo, MIS CP, CMC for information and directed to upload the quotation in the official website of CMC i.e. www.cmccuttack.gov.in.


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QUOTATION SCHEDULE

Sl. No.	Item	Specifications	Quantity	Rate / Each (Inclusive of GST)
1.	Kathajodi Filling Station Cash / Credit Memo	4 Copy each (as per sample)	1000 Books	
2.	Xerox Paper	JK Make, 75 GSM, A4 Size	300 Pkts.	
3.	Rolling Register	No.48	24 Nos.	
4.	Seven Lever Godrej Lock	7 Lever Brass	12 Nos.	
5.	DAK Pad	Plastic	24 Nos.	
6.	DAK Pad	Cloth	24 Nos.	
7.	Eraser	Correction Pen	48 Nos.	
8.	Epson Ribon Cartridge	Epson Make	24 Nos.	
9.	Stapler Pin	Small No.10-1M	10 Box	
10.	National Flag	6' x 4'	5 Nos.	
11.	One sided Dot Pen	For Pen Stand	24 Nos.	
12.	Cup Plate Set	Ceramic (LaOpala)	12 Sets	
13.	Plastic Mug	Plastic	12 Pcs.	
14.	Calculator	12 Digit, ORPAT Make	12 Pcs.	
15.	Red Cloth	Cotton (good quality)	20 Mtrs.	
16.	Pen Stand	Special	4 Nos.	
17.	Marker Pen	High Lighter	24 Pcs.	
18.	Phenyle	1 Ltr. Bottle	48 Nos.	
19.	Harpic	200 ml. Bottle	12 Pcs.	
20.	Big Stapler (Kangaro Make) with PIN - 23/6 or 23/13	Model No.DS-23S13QL PIN Size - 23/6 or 23/13	1 Pc. 1 Box	
21.	Wiper	Big	24 Nos.	
22.	Wiper	Small	24 Nos.	
23.	Pochha (Mop)	Cotton	24 Nos.	
24.	Hand Wash Liquid	Dettol 1 Ltr. Bottle	24 Nos.	

Secretary

Cuttack Municipal Corporation

Keep Your City Clean & Green