



CUTTACK MUNICIPAL CORPORATION

AT-CHOUDHURY BAZAR, PO-TELENGA BAZAR, DIST-CUTTACK, ODISHA

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Ref ... 8948

XIII - 01/2023

Date 25/8/23

QUOTATION CALL NOTICE

Deputy Commissioner, Cuttack Municipal Corporation on behalf of Commissioner invites sealed quotation from the Registered Contractor/ Transport Agency having valid GST for **shifting of Record Room materials/records and Removal & Reinstallation of CC Camera** as per the terms & conditions mentioned below. The quotationer should submit the quotation in the office of CMC by **04/09/2023** upto **3.00 P.M.** through **Regd. Post or Speed Post** only addressed to the Deputy Commissioner (Rev.), 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 **04/09/2023 at 4.00 P.M.** in the office of the Deputy Commissioner (Rev), CMC, Choudhury Bazar, Cuttack in presence of the Quotationer(s)/ authorised representative(s) of the Quotationer(s). The interested quotationer(s) may **see and verify the details** in the Record Room, CMC during the working hours.

Sl	Scope of work	Rate/Amount
1	Shifting of Record Room materials/records from CMC Kalyan Mandap (Ground Floor Dining Hall) to CMC Employees' Union Hall, Room near old VS Section and vacant hall at Jubuli Tower, Choudhury Bazar	
2	Removal of CC Camera and fittings installed in Record Room & Reinstallation of the same in new Record Room (CMC Employees' Union Hall)	

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

Terms & Conditions :

1. The quotationer should deposit or submit Bank Draft of Rs.600/- + GST 18% as non-refundable paper cost in favour of Municipal Commissioner, Cuttack Municipal Corporation with quotation.
2. The quotationer should submit the quotation in the sealed envelope with **detailed address, Quotation No and Date and subject of the quotation on the top of the envelop**.
3. The quotationer should submit the up-to-date photocopies of GST & PAN with the quotation.
4. The rate should be inclusive of all taxes.
5. The quotationer have to stripe all the files/records/documents with plastic tape, if required and shift the same.
6. The quotationer have to shift all the materials to the above designated place safely.
7. All the fixture/ furniture/ records must be kept safely in the specific place as per the direction of the Record Keeper, CMC.
8. The quotaioner have to make videography of both old and new record room before shifting process and submit the video copy (in a pen drive) to the undersigned before payment.

Deputy Commissioner
Cuttack Municipal Corporation

Memo No. 8949 dt 25/8/23

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 Computer Programmer, CMC for information. Sri Sahoo is directed to upload the quotation in the official website of CMC i.e., www.cmccuttack.odisha.gov.in

Deputy Commissioner
Cuttack Municipal Corporation