



CUTTACK MUNICIPAL CORPORATION

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

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Ref 13160

X111-3/2021

Date 5/12/2023

QUOTATION CALL NOTICE

Additional Commissioner, Cuttack Municipal Corporation on behalf of Commissioner invites sealed quotations from the Registered Firm/ Government Undertaking Firm/ Cooperative Organization/ Suppliers having valid GST for **Printing and Supply of Annual Diary and Calender-2024** to the office of the CMC as per the items, specification, terms & conditions mentioned below along with the requisite documents. The Quotationer should submit the quotation in the Office of CMC by **13/12/2023 upto 1.00 PM** through Regd. Post/Speed Post/ in Person only address to the Additional 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 quotation shall be **opened on 13/12/2023 at 3.00 PM** in the office of the undersigned CMC, Choudhury Bazar, Cuttack in presence of the Quotationer(s)/ Authorised Representative (s) of the Quotationer (s). The interested quotationer(s) may verify the detail size and specification of the items in the Record Room, CMC during the working hours. The rate shall be quoted per piece in respect of the items specified below.

The Authority reserves the right to reject any/ all the Quotations without assigning any reason thereof.

SI No.	Name of the Item	Specifications	Qty.	Rate/Each (inclusive of GST)
1	Calendar	Six sheet both side printing multicolour 170 GSM ART Paper Size L-17" X B-13.5" (Hanging Calendar) with micro binding (As per sample)	2500 Nos.	
2	Diary	One day executive Diary-2024 with 12 photo colour pages inside the Diary. Size L-9.5" x B-7" (As per sample)	350 Nos	

Terms & Conditions :

1. The quotationer shall deposit or submit Bank Draft of Rs.600/- + GST 18% as non-refundable paper cost in shape of Bank Draft drawn in favour of Municipal Commissioner, Cuttack Municipal Corporation with quotation.
2. The quotationer shall submit the quotation in the sealed envelope with **detailed address, Quotation No and Date and subject of the quotation on the top of the envelope.**
3. The quotationer shall submit the up-to-date photocopies of GST & PAN with the quotation.
4. The rate must be inclusive of all taxes.
5. The materials must 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.
6. The approved rate of the item shall remain valid for a period of **one year** from the date of issue of supply order.

Additional Commissioner
Cuttack Municipal Corporation

Memo No. /Dt.13161

dt. 5/12/2023

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 for wide publication.

Additional Commissioner
Cuttack Municipal Corporation