



CUTTACK MUNICIPAL CORPORATION

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

@CMCCuttack mccmc@nic.in cmc_cuttack

Ref ... 13506

XIII - 03/2021

Date 15/12/2023

QUOTATION CALL NOTICE

Deputy 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 **Supply of Printing, Stationery & Other Items** to the office of the CMC as per the items, specification, terms & conditions mentioned in **Schedule-'A'** along with the requisite documents. The Quotationer should submit the quotation in the Office of CMC by **22/12/2023 upto 3:00 PM** through Regd. Post/Speed Post only addressed to the Deputy 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 **22/12/2023 at 4.00 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.

Terms & Conditions :

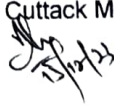
1. The quotationer shall deposit or submit Bank Draft of Rs.2000/- + GST 18% as non-refundable paper cost in shape of Bank Draft drawn in favour of Municipal Commissioner, Cuttack Municipal Corporation with quotation.
2. The quotationer shall submit the quotation in the sealed envelope with **detailed 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.


Deputy Commissioner
Cuttack Municipal Corporation

Memo No. /Dt. 13507

Dt. 15/12/2023

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.


Deputy Commissioner
Cuttack Municipal Corporation

Deputy Commissioner
Cuttack Municipal Corporation



CUTTACK MUNICIPAL CORPORATION

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

15/12/23

@CMCCuttack

mccmc@nic.in

cmc_cuttack

Date

Ref

SCHEDULE-'A'

Sl	Item	Specification	Qty.	Rate/Each (inclusive of GST)
1.	Accountant Cash Book	400 Pages & As per Sample	3 Nos	
2.	Accountant Cash Book	200 Pages & As per Sample	3 Nos	
3.	Journal Book	800 Pages & As per Sample	2 Nos.	
4.	Cheque Issue Register	200 Pages & As per Sample	2 Nos	
5.	Teapoy	Wooden, top with 10mm Black Glass Size-2.5ft x 1.5ft	1 No	
6.	Printer Head	Epson M-2140	4 Nos	
7.	SIHA Register for Holding Tax	100 Pages & As per Sample	65 Nos	
8.	Mouse	USB Type HP make	3 Nos	
9.	Misc. Cash Deposit Register	As per Sample	12 Nos	
10.	Shop Room Cash Deposit Register	As per Sample	10 Nos	
11.	Shop Room Demand Register	As per Sample	10 Nos	
12.	Bank Linkage Form	As per Sample	1000 Nos	
13.	RF Form	As per Sample	1000 Nos	
14.	Individual Form	As per Sample	1000 NOs	
15.	SHG Form	As per Sample	1000 NOs	
16.	LOR Form	As per Sample	500 Nos	
17.	Bond Paper	A4 size JK Excel Bond 100 GSM (500 sheets)	30 Pkts	
18.	Rolling Register	4 No. & As per Sample	48 Nos	
19.	Rolling Register	6 No & As per Sample	48 Nos	
20.	Stationery Stock Register (Record Room)	300 pages Litho Paper & As per Sample	2 Nos	



CUTTACK MUNICIPAL CORPORATION

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

@CMCCuttack mccmc@nic.in cmc_cuttack

Ref

Date

21.	Letter Pad for Mayor	As per Sample	2000 Nos	
22.	Letter Pad for Dy Mayor	As per Sample	500 Nos	
23.	Letter Pad for 59 Corporators	As per Sample	59 x 4 Nos	
24.	Steel Rack	Slotted Angle adjustable Rack Size 48" x 36" x 15" Shelves Nos. 4 Made up 22 gauge Angle 16 gauge.	5 Nos	
25.	Steel Rack	Slotted Angle adjustable Rack Size 78" x 36" x 15" Shelves Nos. 5 Made up 22 gauge Angle 16 gauges.	8 Nos	
26.	Running Bill Form for Engineering Section	As per Sample	2000 Nos	
27.	Stock Register	500 Page & As per Sample	5 Nos	
28.	Stock Register	200 Page & As per Sample	15 Nos	
29.	Stock Register	100 Page & As per Sample	10 Nos	
30.	Letter Issue Register	100 Pages & As per Sample	30 Nos	
31.	Money Receipt Book for Urabn Haat, CMC	As per Sample	1000 Nos	
32.	Printer Cartridge	HP 777/A	10 Nos	
33.	Almunium Ladder	Self-supporting 5ft x 3 inch angle two sides	1 Pc	
34.	Plastic Chair	Supreme Trubo-H-876mm, W-558mm, D-627mm	50 Nos	
35.	Black Phenyl	Bengal Chemical (5ltrs)	10 Nos	
36.	Visiting Card for Mayor, Dy Mayor	As per Sample	2 x 200 Nos	
37.	Identity Card for Officers & Staff	Multi-colour Lynyrd printing and fish hook with metallic holder and PVC UV Printing Card	50 Nos	
38.	White Phenyl	Bengal Chemical (5ltrs)	20 Nos	
39.	Dish Quick Detergent Liquid	Good Quality 5 Ltrs	10 Nos	
40.	Dish Care Detergent Liquid	Good Quality 20 Ltrs	10 Nos	

41- stapler - 2000.

Kangaroo - 2010.

Deputy Commissioner

Cuttack Municipal Corporation

Deputy Commissioner
Cuttack Municipal Corporation