



CUTTACK MUNICIPAL CORPORATION

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

Ref No. 17720

date 30/11/24

QUOTATION CALL NOTICE

Deputy Commissioner, Cuttack Municipal Corporation on behalf of Commissioner invites sealed quotation from the Registered Firm/Government Undertaking firm/Cooperative Rogations /Suppliers having valid GST for supply of Office Stationeries and Printing materials as mentioned in Annexure-A to the Office of the CMC as per specification mentioned in Annexure. The quotationer should submit their quotation in the office of CMC by 6.11/24 up to 3.00 P.M. through Regd. Post or Speed post only and addressed to the Deputy Commissioner (Record), 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 6.11.24 at 4.00 PM office of the Addl. Commissioner-II, CMC Choudhury Bazar, Cuttack in presence of the Quotation (s)/ authorized representative (s) of the Quotationers.

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

Terms & Condition:

1. The quotation should deposit or submit Bank Draft of Rs. 2000 + GST 18% as nonrefundable paper cost in favor of municipal Commissioner, Cuttack Municipal Corporation with quotation.
2. **The quotation 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 quotation should submit the up-to-date photocopies of GST, PAN No. & TIN No. Must be accompanied with the quotation.
4. The rate should be inclusive of all taxes.
5. 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.
6. The approved rate of the item shall remain valid for a period of one year from the date of issue of supply order.

[Signature]
Deputy Commissioner (Record)
Cuttack Municipal Corporation

Memo No. 17721 / dtd. 30/11/24

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 Shoo is directed to upload the quotation in the official website of CMC i.e. www.cmccuttack.gov.in.

[Signature]
Deputy Commissioner (Record)



"Say No to Plastics"

"Keep Your City Clean & Green"



Tel : 0671-2308424, 2308517, 2308655(F) : email : mccmc@nic.in

ANNEXURE
STATIONERY ITEMS

Sl No.	Item	Specification	Qty in Nos	Rate/Each (Inclusive GST)
1	Gum	200 ml.(Fevigum)	100	
2	AAA Battery	Panasonic	100	
3	Paper Weight	round	100	
4	Dak Pad	Plastic	24	
5	Dak Pad	Cloth	24	
6	Cover File	As Per Sample	100	
7	Mobaj lock	No-41	50	
8	Godrej lock	7 Lever	10	
9	Envelope(white)	11"x 5"	1000	
10	Envelope(yellow)	14"x 10"	200	
11	Envelope(white)	10"x4.5"	1000	
12	Scale	Plastic 12"	40	
13	Toilet Cleaning Brush	Plastic Handle	24	
14	Bucket(plastic)	20 Ltrs.	50	
15	Mug Plastic	Good Quality	40	
16	Punching machine(Big)	Kangaraoo	20	
17	Punching machine(Small)	Kangaraoo/SHP 20	50	
18	High Lighter pen	As Per Sample	30	
19	Correction Pen	As Per Sample	30	
20	Calculator	Casio/12 digit	40	
21	Rubber Band	As Per Sample	2 kg	
22	Stapler Pin (Big)	Kangaraoo 2 1/6	10 pkts(20x50)	
23	Measurement Tape	30 mts/Plastic	30	
24	Measurement Tape	15 mts /Plastic	15	
25	Room Spray	Godrej	25	
26	Phenyl	1 ltr	100	
27	Phenyl	5 ltr	20	
28	Phool Jhadu	Long	100	

29	Lifebouy soap	Small 75 gm	100	
29	Photo Copier	JK A4 size	300 Pkts	
30	Alpin	Kores	100	
31	Knife	Plastic handle	15	
32	Stamp Pad	Camel	100	
33	Binding Register	No -6	100	
34	Binding Register	No-20	100	
35	Binding Register	No-40	100	
36	Dustbin	12"	20	
37	Salu Cloth	Red Color	20 mtr	
38	Hand Wash	Dettol	30	
39	Harpic	As	24	
40	Bleaching power	25 kg Bag	2 Pkt	
41	Black Phenyl	1 ltr	20	
42	Naptholin	As Per Sample	2 kg	
43	TEA Tray	Big	10 Nos	
44	TEA Tray	Small	10 Nos	
45	Pen Stand (4 Pen)	Make:Kebica	5 Nos	
46	Glass Special	Borosil	24 Nos	

PRINTING ITEMS

1	Letter Pad for Corporaters (Big)	2 pads x 59 (corporators) 1/5 th	118pads(each pad of 100 sheets)	
2	Letter Pad for Corporaters (Small)	2 pads x 59 (corporators) 1/8 th	118pads(each pad of 100 sheets)	
3	Letter Pad For Mayor	1/4 th	10 Pads	
4	Fly Leaf	As per Sample	5000 nos	
5	Case Fly Leaf	As per Sample	1000 Nos	
6	Letter issue Register	200 Sheet	24	

Deputy
Deputy Commissioner