



CUTTACK MUNICIPAL CORPORATION

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

Ref: 18354

Date: 17/12/24

QUOTATION CALL NOTICE

The Deputy Commissioner, Cuttack Municipal Cooperation on behalf of Commissioner invites sealed quotation from the Registered Firm/Government Undertaking firm/Cooperative Organization /Suppliers having valid GST for supply of **Diary** to the office of the CMC as per the items, specification, terms and condition mentioned below along with the requisite documents. The quotation should submit the quotation in the office of CMC by ~~20.12.2024~~ up to 3.00 P.M. through Regd. Post or Speed Post only and 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 quotations shall be opened on ~~20.12.2024~~ at 4.00 P.M. in the office of the undersigned, CMC, Choudhury Bazar, Cuttack in presence of the Quotationers(s)/ authorized representative(s) of the Quotationers(s).

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

Sl No.	Name of the Items	Specifications	Qty.	Rate/Each (Inclusive of GST)
1	Diary	One day executive Diary-2025 with 5 photo colour pages inside the Diary. Size L-9.5" x B-7" (As per sample)	200 Nos	

Terms & Conditions:

1. The quotationers should deposit or submit Bank Draft of Rs. 600 - + GST 18% as non refundable paper cost in favor 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 Dated and subject of the quotation on the top of the envelop.**
3. The quotationer should submit the up-to-date photocopies of GST & PAN 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.


Deputy Commissioner (Record Room)
Cuttack Municipal Corporation

Memo No. 18355 / Date: 17/12/24

Copy to the IC 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.cmcuttack.odisha.gov.in


Deputy Commissioner (Record Room)
Cuttack Municipal Corporation



"Say No to Plastics"
"Keep Your City Clean & Green"

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

