



# CUTTACK MUNICIPAL CORPORATION

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

Ref

14101

File No-SSS-PUR-4/25

Date 10/12/25

## QUOTATION CALL NOTICE

Cuttack Municipal Corporation invites herewith sealed quotation from the bonafide & Registered Firm / Government Undertaking firm / Cooperative Organization / Suppliers having valid GST for supply of **printing Items**. The quotation should reach the undersigned by 18/12/25 up to 3.00 P.M. through Regd. Post or 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 quotations shall be opened on 18/12/2025 at 4.00 P.M. in the office chamber of the undersigned in presence of the bidders or their authorized representatives.

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

| Sl No. | Name of the Items                    | Size & Specifications                                                                                                        | Qty. in Numbers | Rate/Each<br>(Inclusive of GST) |
|--------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------|
| 1.     | MBPY FORM                            | Size-A4<br>Paper - 80 Gsm<br>Color of Paper - Blue<br>Printing - Both Side                                                   | 15000 Nos.      |                                 |
| 2.     | Cash/Credit Memo Book                | Size-9"x7"<br>Paper- 60 Gsm<br>Each book - 200 Sheets<br>1st Copy Porporation<br>2nd Copy - Book Copy<br>Numbering- 800 Nos. | 500 Books.      |                                 |
| 3.     | U/S 290 Application form for License | Paper -60 Gsm -white<br>Size - F/S<br>Printing - One side black                                                              | 1000 form.      |                                 |

### Terms & Conditions:

- The quotationers should deposit Bank Draft of Rs 600 / + GST 18% as non refundable paper cost in favor of Municipal Commissioner, Cuttack Municipal Corporation with quotation.
- The quotationers should submit the quotation in the sealed envelope with detailed address, Quotation Call Notice Number and Date & subject of the quotation on the top of the envelope.
- The quotationers should submit the GST Certificate along with up-to-date GST return and Copy of the PAN.
- The rate should be inclusive of all taxes.
- The materials should be supplied within 7 (seven) days from the date of issue of the supply order to the Store & Stationery Section of CMC in Good Condition during office hour with own arrangement and risks.
- The approved rate of the item shall remain valid for a period of **One Year** from the date of issue of supply order.

Memo No 14102 / Date 10/12/25

*[Signature]*  
Deputy Commissioner (S & S)  
Cuttack Municipal Corporation

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, and he is directed to upload the quotation in the official website of CMC i.e., [www.cmccuttack.odisha.gov.in](http://www.cmccuttack.odisha.gov.in)

*[Signature]*  
Deputy Commissioner (S & S)  
Cuttack Municipal Corporation



"Say No to Plastics"

"Keep Your City Clean & Green"



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