



CUTTACK MUNICIPAL CORPORATION

Tel No.2308517, 2308424, 2308655 (Fax)

Ref.... 8430...

Date... 6/X/2020

QUOTATION CALL NOTICE

Secretary, Cuttack Municipal Corporation on behalf of Commissioner invites sealed quotation from the Registered Firm/ Government Undertaking Firm/ Cooperative Organization/ Suppliers/authorized dealers/suppliers having valid GST for supply of **A4 Size Xerox Paper** to the office of the CMC as per the specification mentioned below. The quotationer should submit the quotation in the office of CMC by dt. **13.10.2020** upto **3.00 P.M.** through **Regd. Post or Speed Post** only addressed to the Joint 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 dt. **13.10.2020 at 4.00 P.M.** in the office of the Joint Commissioner, 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 form in the Record Room, CMC during the working hours.

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

Sl. No.	Item	Make /Specification	Qty.
1.	A4 Size Xerox Paper	JK Copier (Red Colour Packet) Size – A4, Thickness – 75 GSM One Packet Contains - 500 Nos.	300 Pkts.

Terms & Conditions :

1. The quotationer should submit the **EMD @ 1%** of the total quoted value in shape of Bank Draft in favour 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 subject of the quotation of the top of the envelop.
3. The quotationer should submit the up-to-date photo copies 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.
7. The Municipal Commissioner, CMC reserves the right to reject or cancel the quotations without any reason thereof.

Memo No. 8431 /Dt. 6/X/2020

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. 17 cell for uploading in website.

SECRETARY

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