



CUTTACK MUNICIPAL CORPORATION

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

Ref : 9218

Date : 3/11/2020

QUOTATION CALL NOTICE

Secretary, Cuttack Municipal Corporation on behalf of Commissioner invites sealed quotation from the Registered Firm/ Government Undertaking Firm/ Printing Firms/ Cooperative Organization/ Suppliers having valid GST for supply of **Printing Items** to the office of the CMC as per the specification mentioned below. The quotationer should submit the quotation in the office of CMC by **10.11.2020 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 **10.11.2020 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	Item	Specification	Quantity
1.	Daily Collection (Tipa Khata)	100 pages & As per sample	4 Nos.
2.	Cashier's Cash Book	100 pages & As per sample	4 Nos.
3.	256 (Kha) Notice	As per sample	5000 Nos.
4.	Salary Bill Register	As per sample	15 Nos.
5.	Fly Leaf	As per sample	5000 Nos.
6.	Daily Report Book (Health)	Each 100 sheets & As per sample	100 Nos.
7.	Red Receipt Book (Holding Tax)	As per sample	500 Nos.
8.	Tipa Khata (Holding Tax)	300 Pages & As per sample	20 Nos.
9.	Tipa Khata (Holding Tax)	200 Pages & As per sample	20 Nos.
10.	Tipa Khata (Holding Tax)	100 Pages & As per sample	20 Nos.
11.	Accountant Cash Book	200 sheets & As per sample	1 No.

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. 9218 /Dt. 3/11/2020

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. *Sri Arifur Rahman Saloo, M.I.S is directed to up-load the Quotation in the official website of CMC.*

SECRETARY

SECRETARY



"Say No to Plastics"

"Keep Your City Clean & Green"

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

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