

JATNI MUNICIPAL COUNCIL, JATNI

P.O.-JATNI-752050, DIST.- KHORDHA, ODISHA.

No. 9607

Date 18.09.2024

QUOTATION CALL NOTICE

Sealed quotations are invited from Registered Firms / Supplier / Trader for supply of following office stationeries as per the specification given below. The bidders should submit the bid paper along with rate per following quantity in item wise in the prescribed proforma along with GST Certificate to the undersigned from date 20.09.2024, 3.00PM to 30.09.2024 by 12.30 PM and the same will be opened on 30.09.2024 at 4.00 PM in the presence of Tender Committee Members & Bidders. The bidder have to deposit Rs. 1000/- (Rupees One Thousand) only as paper cost and Rs. 5000/- (Rupees Five thousand) only towards EMD in the shape of Demand Draft or Online Payment receipt in favour of Executive Officer, Jatni Municipality. The bidder should attach the copy of the deposit particulars with the bid document.

The Authority reserves the rights for cancellation of quotation call notice at any time without any reason thereof.


Executive Officer
Jatni Municipality

Memo No. 9608 / JMC, Date 18.09.2024

Copy to Notice Board, Jatni Municipal Council / Office of the Tahasildar and Block, Jatni for wide publication.


Executive Officer
Jatni Municipality

Memo No. 9609 / JMC, Date 18.09.2024

Copy forwarded to the NIC, Khordha for information with a request to publish the same in District Web Portal.


Executive Officer
Jatni Municipality

Memo No. 9610 / JMC, Date 18.09.2024

Copy submitted to the Deputy Director, Advertisement, I & PR Department, State PIO, Bhubaneswar for information with a request to publish the same in two odia daily Newspaper.

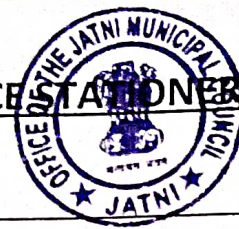

Executive Officer
Jatni Municipality

Memo No. 9611 / JMC, Date 18.09.2024

Copy submitted to the Collector & District Magistrate, Khordha/ ADM, Khordha, ADM, Bhubaneswar/Project Director, DUDA, Khordha/ Tahasildar, Jatni/ BDO, Jatni/ Executive Engineer, R & B/ Rural Works for information & necessary action.


Executive Officer
Jatni Municipality

**QUOTATION PAPER FOR SUPPLY OF OFFICE STATIONERY TO
JATNI MUNICIPALITY**



Handwritten signature/initials

Name of the Bidder _____
 Name of the Firm _____
 Date of Submission of Quotation _____

Sl. No.	Particulars / Materials	Rate as per following quantity	Rate to be Quoted excluding GST (in Rs.)
1	A4 size Paper (J.K. Copier)	Per packet (500 nos. sheet)	
2	Broad Sheet	-do-	
3	Stamp Pad	Per piece	
4	Stamp Ink (500 ml.)	Per Bottle	
5	Gum (100 ml.)	-do-	
6	Gum (700 ml.)	-do-	
7	Gum Stick	Per piece	
8	Bud Kin	-do-	
9	Calculator 12 digit (Casio, Citizen)	-do-	
10	Pencil Battery	-do-	
11	Table Duster	-do-	
12	Marker Pen	-do-	
13	Correction Pen	-do-	
14	Highlighter Pen	-do-	
15	Paper Weight	-do-	
16	Magnetic PIN/CLIP Dispenser	-do-	
17	Damper transparent with cap	-do-	
18	Staples Pin No. 10	-do-	
19	Staples Pin No. 24/6	-do-	
20	Stapler (Big size)	-do-	
21	Stapler (Small size)	-do-	
22	Note Pad A6	-do-	
23	Note Book (Small Size)	-do-	
24	Executive Note Book (Spiral)	-do-	
25	Pad Lock (7 Lever) (Mobaj, Godrej)	-do-	
26	Pad Lock (5 Lever) (Mobaj, Godrej)	-do-	

27	Double Punching Machine	-do-	
28	Single Punching Machine	-do-	
29	Table Cloth	-do-	
30	Fibre measurement Tape (15 mtr.)	-do-	
31	Fibre measurement Tape (30 mtr.)	-do-	
32	Binding Register No. 6	-do-	
33	Binding Register No. 8	Per Register	
34	Binding Register No. 10	-do-	
35	Binding Register No. 12	-do-	
36	Binding Register No. 14	-do-	
37	Binding Register No. 16	-do-	
38	Binding Register No. 18	-do-	
39	Binding Register No. 20	-do-	
40	Binding Register No. 24	-do-	
41	Binding Register No. 28	-do-	
42	Exercise Book No. 6	Per Book	
43	Exercise Book No. 8	-do-	
44	Lever Arch File	Per piece	
45	Cover File	-do-	
46	Tag for Fly Leaf	Per packet (50 bundles)	
47	Single side Jotter Pen	Per piece	
48	Use & throw Pen	Per packet (5 piece)	
49	Double side Pen	Per packet (10 piece)	
50	Refill (Small Size)	-do-	
51	Pencil	-do-	
52	Eraser (Rubber)	-do-	
53	Sharpener (Pencil Cutter)	-do-	
54	Scale (Acrylic)	Per piece	
55	Scale (Still)	-do-	
56	Alpin Packet (500 pcs.)	Per Box	
57	Alpin Packet (Net 17 gm.)	-do-	
58	Call Bell (manual)	Per piece	

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59	Multifunction Scratch Paper Socket	-do-	
60	Tracing Paper	Per Roll	
61	Neptathalene Balls	Per packet (10 piece)	
62	Pen Stand	Per piece	
63	Guard File	-do-	
64	Rubber band for bundling of notes	Per 100 gms.	
65	Collection Bag (Big)	Per piece	
66	Collection Bag (Small)	-do-	
67	Dust Bin	-do-	
68	Carbon Sheet (Both side)	Per packet (100 Sheet)	
69	Carbon Sheet (Single side)	-do-	
70	Plastic Cover File	Per piece	
71	Rain Coat	-do-	
72	Paper Flags (Stick Notes)	-do-	
73	Door/Table Foot Mat	-do-	
74	Door Screen	-do-	
75	Broom	-do-	
76	Clean Floor Map	-do-	
77	Rubber Stamp (small)	Per piece	
	<u>Office Furniture</u>		
78	Office Table with both side drawer (Size-60"x36"x30")	Per piece	
79	Office Chair (Moving)	Per piece	
80	Office Chair (Plain)	Per piece	
81	Office Almirah (20 gauge Steel – 78" x 36"x19")	Per piece	
82	Office Rack (20 gauge Steel – Adjustable)	Per piece	

- (a) No. of cutting _____
 (b) No. of over writing _____
 (c) No. of interpolation _____

Signature of Bidder _____
 Mob No. _____