



OFFICE OF THE
MUNICIPAL COUNCIL, KEONJHARGARH

At/P.O.-Keonjhargarh, Dist.-Keonjhar, Odisha, Pin-758001
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Letter No 2915 /KGM

Date 25/04/2025

QUOTATION CALL NOTICE

The Executive Officer, Keonjhargarh Municipality on behalf of Keonjhargarh Municipal council invites sealed quotations from the intending local Printers/Press owners having GST registration / PAN Card for supply of Printing items to Keonjhargarh Municipality for the year 2025-26 as per the list at Annexure-A. The sample copy of each item can be seen in the office at any time during the office hour except holidays. The quotation should be received in the Office by the undersigned till dt. **04.05.2025 up to 11.30 A.M. through speed/register post only address to the Officer, Keonjhargarh Municipality, At/Po- Keonjhargarh 758001.** No quotations shall be entertained after scheduled date & time and will not be considered. The quotation will be opened on dt. **04.05.2025 at 12.30 P.M** in the presence of the quotationers or their authorized representatives. The Authority reserves the right to reject any or all quotations without assigning any reason thereof.

The successful quotationer is required to supply the materials as per requirement within 7 (seven) days from the date of issue of supply order.

The stationary items will be procure as and when required during the quotation validity period

The quotationer required to submit the copy of GST registration certificate, GST clearance, PAN Card failing which the quotations will be rejected.

The payment stand cancelled if any mismatch found with the ordered good with standard of specification scheduled.

The rate should be inclusive of all the taxes and delivery charges to the Municipality Office. The quotationer is required to submit the EMD a sum of Rs. 2,000/- in the shape of DD/BC in favour of Executive Officer, Keonjhargarh Municipality payable at Keonjhar along with the quotation.

Quotation Notice can be download in the District web site i.e www.kendujhar.odisha.gov.in .

Memo No. 2916 ---KGM

Dt. 25/04/2025

Executive Officer
Keonjhargarh Municipality

Copy submitted to the office Notice Board /Collector, Keonjhar/ Project Director, DUDA, Keonjhar/ Sub-Collector, Keonjhar / Tahasildar, Keonjhar for kind information and request to publish it in their office Notice board for general information and wide publication.

Memo No. 2917 ---KGM

Dt. 25/04/2025

Executive Officer
Keonjhargarh Municipality

Copy submitted to the District e-Governance Manager, Keonjhar for kind information and necessary action. Requested to publish in the district website for wide publication.

Executive Officer,
Keonjhargarh Municipality

Annexure-A

Sl. No	Name of the Items	Unit	Specification	Rate(Inclusive all taxes & transportation cost)
1	Miscellaneous receipt book	Per book	To be printed in 1/4 th full scape length wise each receipt book shall contain 100 receipts in duplicate of different colour with consignee Sl. No	
2	Park receipt book (100 sheets each@5 or 10/ per receipt	Per book	As per sample (100 pages per book) original with counter foil numbering & stitching	
3	Receipt book U/S 307 @ 10 per receipt	Per book	As per sample (100 page with counter foil)	
4	Bus parking receipt book @20 per receipt	Per Book	As per sample (100 page with counter foil)	
5	Bus parking receipt book @40 per receipt	Per Book	As per sample (100 page with counter foil)	
6	User Fee Receipt Book	Per Book	To be printed in 1/4 th full scape length wise each receipt book shall contain 100 receipts in duplicate of different colour with consignee Sl. No	
7	Note sheet pad (100 sheet each)	Per Pad	A4 70 GSM paper (Both side printed)	
8	Fly Leaf good quality	Each	Colour drawing sheet (as per sample)	
9	Double Entry Cash Book	Each	As per Sample	
10	Subsidiary Cash Book	Each	As per sample	
11	Accountant Cash Book	Each	As per sample	
12	DCB Register	Each	As per sample	
13	Attendance Register	Each	As per Sample	
14	Issue Register	Each	As per Sample	
15	Receive Register	Each	As per Sample	
16	Peon Book	Each	As per sample	
17	Bill Register	Each	As per Sample	
18	Advance Ledger	Each	As per Sample	
19	Salary Register	Each	As per sample	

[Signature]
25.04.20

[Signature]
Executive Officer
Keonjhar Garh Municipality