



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.

BALASORE, (ODISHA), PIN-756003
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e-mail-balasoremunicipality@rediffmail.com

No. 5071 /

Dated the 30/06/ '2021.

QUOTATION CALL NOTICE

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council, Balasore invites sealed quotations from intending Firms/Agencies/Dealers for Supply of Office Stationery articles to the Office of the Balasore Municipality, Bls.

The publication date of the quotation shall start from dt. 02.07.2021 & to end last of receipt of quotations is on dt. 13.07.2021 till 3:30 PM on the working days and the same will be opened on that very day dt. 13.07.2021 at 04:00 PM by the Undersigned in presence of the quotationers or their authorized representatives.

The list of the articles with their category can be obtained from the Municipal Office, Balasore during Office hours or else can be download from Official website of Balasore District, <http://baleswar.nic.in>

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

TERMS AND CONDITIONS

- 1- The quotationers should furnish the Photo copy of (GST Clearance/Return Certificate-2020-2021), GST Proven Certificate and PAN Card with their quotations.
- 2- The quotationers should apply in a plain paper or their requisite pad and the required documents should be enclosed and to be mouth sealed in an envelope. And on the top of the envelope to be written as "**Quotation for Supply of Stationary articles**" and that to be dropped in the tender box kept in the issue & despatch section or in the Officer Chamber of the Executive Officer, Balasore Municipality in the schedule date & time. Quotations should not be put under receive after schedule date & time.
- 3- The rate should be quoted separately i.e Price Excluding GST & Price Including GST of the commodity against each. The quotationers should quote the rate of the articles against the company/category only those are mentioned in the list of stationary as prescribed by this establishment. *No transportation charges should be paid extra.*
- 4- The materials should be supplied by the selected bidder as per requirement from time to time basing upon approved rate for a period of one (01) year from the date of selection.

Memo No. 5072 /

Copy to Office Notice Board of General & Misc. Section, Collectorate, Bls / D.I.P.R.O, Bls / D.I.C, Bls / Balasore Municipality Office notice board & uploaded in the balasore municipality website (www.balasoremunicipality.in) for wide publication.

[Signature]
Executive Officer,
Balasore Municipality, Bls
Dt. 30/06/2021

[Signature]
Executive Officer,
Balasore Municipality, Bls

[Signature]
30/6/2021

LIST OF OFFICE STATIONARIES ARTICLES TO BE QUOTED AGAINST QUOTATION CALL NOTICE NO:

5071 / 21-30-06-2021

SL NO	NAME OF COMMODITY	NATURE OF CONTAINER	Price (Excluding GST) (In Rs)	Price (Including GST) (In Rs)
1	Alpin (King)	Per Pkt.		
2	Ammonia Gas	Per Bottle		
3	Ash Tray (Aluminium)	Per No.		
4	Ammonia(Roll)	Per Roll		
5	Arch File(Big/Small)	Per No.		
6	Amin Chain (100 Kadi)	Per No.		
7	Adhesive Tape (Roll)	Per Roll		
8	Board File/Flat File (Plain)	Per 100		
9	Board File/Flat File (Cloth Paste)	Per 100		
10	Binding Register Oxford/Rajdhani	Per Unit		
11	Binding Register Oxford/Rajdhani	Per Unit		
12	Bucket (Nylon)(Big Size)(Ankur)	Per No.		
13	Bucket (Nylon)(Medium Size)(Ankur)	Per No.		
14	Bucket (Nylon)(Small Size)(Ankur)	Per No.		
15	Battery for Calculator (Eveready)	Per No.		
16	Battery for Torch (Eveready)(Big)	Per No.		
17	Pencil Battery (Eveready)	Per No.		
18	Bulb for Torch	Per No.		
19	Board Pin for Notice Board	Per Pkt.		
20	Battery for Table Calling Bell remote	Per No.		
21	Board Kin(Fudani)	Per No.		
22	Bottom File (Ordinary Quality/Best quality)	Per No.		
23	Battery for Digital Camera (Nikon)	Per No.		
24	Banner Cloth with Paint	Per Sft		
25	Banner Flex with Paint	Per Sft		
26	Blade	Per Pkt.		
27	Calculator (Citizen) 08, 10, 12 Digit	Per No.		
28	Calculator (Casio) 08, 10, 12 Digit	Per No.		
29	Cloth Tape Roll	Per Roll		
30	Crape Paper	Per Qrs.		


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31	Counting Sponge (Big Size)	Per No.		
32	Counting Sponge (Small Size)	Per No.		
33	Candle (Big Size)	Per Pkt.		
34	Candle (Small Size)	Per Pkt.		
35	Calling Bell (Table)(Manual)	Per No.		
36	Calling Bell (Electric)	Per No.		
37	Calling Bell (Wireless)	Per No.		
38	Card Board Scale	Per No.		
39	Carbon (Single Side)(Kores)	Per Pkt.		
40	Carbon (Double Side)(Kores)	Per Pkt.		
41	Carbon (Single Side),DFS,(Kores)	Per Pkt.		
42	Computer Paper for Salary (10 * 12)	Per Pkt.		
43	Computer Paper for Salary (15 * 12)	Per Pkt.		
44	Correcting Fluid (Red/White)	Per Tube		
45	Cash Book Ledger	Per Unit		
46	Cover File(Cardboard)	Per No.		
47	Cover File(Plastic)	Per No.		
48	Conference Pad (Big)	Per No.		
49	Conference Pad (Small)	Per No.		
50	Computer File (Big)	Per No.		
51	Computer File (Small)	Per No.		
52	Cello Tap (Big/Medium/Small)	Per No.		
53	Coolin Liquid(Glass Cleaner)	Per Bottle		
54	Duplicating Paper(Kores)(Diplomat)	Per Pkt.		
55	Duplicating Ink(Kores)	Per Bottle		
56	Dot Pen (Double Side)	Per No.		
57	Dot Pen (Single Side)	Per No.		
58	Dot Pen (Once Use)(Use & throw)	Per No.		
59	Divider for Amin	Per No.		
60	Diagonal Scale	Per No.		
61	Desk Calender	Per No.		
62	Duster	Per No.		


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63	Dak Pad	Per No.		
64	Drawing Paper	Per Pcs		
65	Envelop (9"* 4")	Per Pkt.		
66	Envelop (11"* 5")	Per Pkt.		
67	Envelop (A-4 Size)	Per No.		
68	Envelop (Full Scape Long)	Per No.		
69	Exercise Note Book/Khata(No.08,10 & 12)	Per Unit.		
70	Executive Diary	Per No.		
71	Water Filter (Bajaj/Milton) (18 Ltrs)	Per No.		
72	Water Filter (Bajaj/Milton) (20 Ltrs)	Per No.		
73	Filter Tape	Per No.		
74	Fly Leaf (Cloth Paste best Quality)	Per 100		
75	Glass (Yera)	Per No.		
76	Gum (Kores)-700 ML	Per Bottle		
77	Gum (Kores)-300 ML	Per Bottle		
78	Glass Plate (Fibre)	Per No.		
79	Glass Cover (Fibre)	Per No.		
80	Guard File (Best Quality)	Per No.		
81	Good Night Mosquitoe Coil (Big Size)	Per Pkt.		
82	Good Night Mosquitoe Liquid	Per Bottle		
83	Good Night Mosquitoe Machine with Liquid	Per No.		
84	Gunia	Per No.		
85	Garder (Nylon)	Per KG		
86	High Tech Pen (Blue/Red)	Per No.		
87	HIT Mosquitoe & Cockroach Repellant	Per Bottle		
88	Harpic Toilet Cleaner (Big/Small)	Per Bottle		
89	Jug for Water (Plastic/Nylon)(Ankur)	Per No.		
90	Knife for Office Use(Small Folding)	Per No.		
91	Knife for Office Use (Medium/Big)	Per No.		
92	Lock (Best Quality)(Big, Medium, Small)	Per No.		
93	Lock (Godrej)(Big, Medium, Small)	Per No.		
94	Measurement Book (MB)(Oxford)	Per No.		

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95	Measuring Tap (25')	Per No.		
96	Measuring Tap (50')	Per No.		
97	Measuring Tap (100')	Per No.		
98	Marker Pen (Thick/Thin)	Per No.		
99	Needle (Big & Small)	Per Pcs		
100	Note Pad	Per No.		
101	Paper (S.F.S)	Per Reem		
102	Paper (D.F.S)	Per Reem		
103	Pencil	Per Pkt.		
104	Paper Weight	Per No.		
105	Pen Stand with Pen (Standard Size)	Per No.		
106	Punching Machine (Single Hole)	Per No.		
107	Punching Machine (Double Hole)	Per No.		
108	Pin Cusion	Per No.		
109	Room Spray (Liquid)	Per Bottle		
110	Room Sprayer	Per No.		
111	Ribbon Type(Black & Red)	Per No.		
112	Refill (Pointed)	Per Pkt.		
113	Refill (Pointed)(Long)	Per Pkt.		
114	Refill (Jotter)	Per No.		
115	Refill (Red/Blue)	Per Pkt.		
116	Rotaring Pen (0.02/0.03)Original	Per No.		
117	Rotaring Pen (0.02/0.03) Use & throw	Per No.		
118	Rotaring Pen Ink (In Bottol)	Per Bottle		
119	Stamp Pad (Big)(Faber Castle/ Camelin)	Per No.		
120	Stamp Pad (Small)(Faber Castle/ Camelin)	Per No.		
121	Stamp Pad Ink(Big-150ML/Small)	Per Bolttle		
122	Stapler-Best Quality (Big)	Per No.		
123	Stapler-Best Quality (Medium)	Per No.		
124	Stapler-Best Quality (Small)	Per No.		
125	Stapler Pin-Best Quality (Big)	Per Pkt.		
126	Stapler Pin-Best Quality (Medium)	Per Pkt.		

127	Stapler Pin-Best Quality (Small)	Per Pkt.		
128	Stainless Steel Tea Spoon Best Quality	Per Dozen.		
129	Stainless Steel Table Spoon Best Quality	Per Dozen.		
130	Sealing Wax	Per Pkt.		
131	Scale (Wooden)(12")	Per No.		
132	Scale (Fibre)(12")	Per No.		
133	Scale (Steel)(12")	Per No.		
134	Sets Square for Amin	Per Set/No.		
135	Stencil (Kores)	Per Pkt.		
136	Stencil Board	Per No.		
137	Service Book	Per No.		
138	Shorthand Note Book	Per No.		
139	Sketch Pen (Camel)	Per Pkt.		
140	Sutuli	Per Bundle		
141	Table Cloth	Per Mtr.		
142	Tag (4")	Per Bundle		
143	Tag (9")	Per Bundle		
144	Tag (12")	Per Bundle		
145	Thermo Flask (01 Ltr/1/2 Ltr)(Milton-S/S)	Per No.		
146	Type Paper Thick (Kores)	Per Pkt.		
147	Tracing Cloth	Per Mtr.		
148	Tracing Paper	Per Mtr.		
149	Tea Cup with Plate(Bone China)(Laopala)	Per Set.		
150	Tiffin Plate (Best Quality)	Per No.		
151	Torch (Eveready)(2/3 Cell)(Metalic Body)	Per No.		
152	Torch (Eveready)(2/3 Cell)(PlasticBody)	Per No.		
153	Table Glass (MM Wise)(05 MM/08 MM)	Per Sft.		
154	Umbrella (Big)(K.C. Paul)	Per No.		
155	Vito Ink (Big)	Per Bottle		
156	Waste Paper Basket (Big)	Per No.		
157	Waste Paper Basket (Small)	Per No.		
158	Wall Clock (Big)(Ajanta)	Per No.		

159	Wall Clock (Small)(Ajanta)	Per No.		
160	Xerox Paper (A-4) (70-80 GSM)(JK Copier)	Per Pkt.		
161	Xerox Paper (A-3) (70-80 GSM)(JK Copier)	Per Pkt.		
162	Xerox Paper (DFS) (70-80.GSM)(JK Copier)	Per Pkt.		
163	Cover File Big/ Small (Best Quality Cardboard Paper)	Per No.		
164	Cover File Big/Small (Best Quality Oily Cardboard Paper)	Per No.		
165	File page Marker Flag (Best Quality)	Per Pkt.		
166	Non- Binding Register(Long)	Per No.		
167	Non- Binding Register(Small)	Per No.		
168	Mask (Once Used)	Per No.		
169	Hand Gloves (Once Used)	Per Pair		
170	Hand Sanitiser (100 ML, 200 ML, 500 ML Container)	Per Container		
171	Mug (Ankur-Nylon)	Per No.		
172	Boardkin(Fudani)	Per No.		
173	Pencil Eraser	Per No.		
174	Pencil Sharpner	Per No.		


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