



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.

BALASORE, (ODISHA), PIN-756003

Tel. No. 06782-251267(O), FAX No. 06782-251222

e-mail-balasoremunicipality@rediffmail.com

No. 4427 /

Dated the 12/06 / 2026.

TO

THE DISTRICT E-GOVERNANCE MANAGER,
BALASORE.

SUB:

Uploading of Quotation Call notice No-4424 /Dt. 12/06/26 in official website
of Balasore District, <http://balasore.odisha.gov.in> for wide publication-----
Regarding.

Sir,

With due reference to the subject mentioned above, it is to say that the Quotation
call notice bearing No. 4424 /Dt. 12/06/26 containing 10 pages towards "Supply of Office
Stationeries" may kindly be uploaded in the official website of Balasore District,
<http://balasore.odisha.gov.in> for wide publication as "Quotation for Supply of Stationary articles"
to the Balasore Municipality from Dt. 17/06/26 to 23/06/26 upto 03:30 PM.

This is for your kind information & necessary action may be taken at your end.

Yours Faithfully,

W. Patel
12/06/26

Executive Officer,
Balasore Municipality.



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Tel. No. 06782-251267(O), FAX No. 06782-251222

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No. 4424 /

Dated the 12/06/2026

QUOTATION CALL NOTICE

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

The publication/downloading date of the quotation shall start from dt. 17-06-26 till dt. 23-06-26 upto (03:00 PM). The last day of receipt of quotations is on dt. 23-06-26 till 3:30 PM on the working days and the same will be opened on that very day dt. 23-06-26 at 04:00 PM by the Undersigned in presence of the quotationers or their authorized representatives. The date of opening can be re-scheduled by the Undersigned in case of any un-pleasant if occurred .

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 Govt. Official website of Balasore District, <http://balasore.odisha.gov.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 & IT Clearance/Return Certificate at the latest along with GST Certificate and PAN Card with their quotations.
- 2- DD/BC/BD of Rs. 200.00 towards Paper Cost & Rs.1,000.00 towards EMD favouring to Executive Officer, Balasore Municipality to be submitted by the quotationers with their proposals.
- 3- The quotationers should apply in a plain paper or in their requisite pad and the required paper documents with DD/BC/BD of Paper Cost/EMD 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.
- 4- The rate should be quoted against each item Excluding GST as per their particular quality & quantity asked in the schedule of the commodity formatted by this establishment which can be observed in the office of Balasore Municipality during office hour.
- 5- The DD/BC/BD of EMD to be refunded to the unsuccessful quotationers after the L1 is being declared maintaining due procedure with due approval of the undersigned. The amount of paper cost shall remain as non-refundable.


Executive Officer,
Balasore Municipality, Bls

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- 6- 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.
- 7- The supplied items should be received after due check by the DA Concern as per Orders as if the quality & quantity has properly maintained. Any defects found should be compensated /rectified by the firm on that very day.
- 8- Any dislocation should not be spared. If so, payment of bills shall be held up until further compliances.
- 9- The payment shall be made released subject to availability of funds.
- 10- As a fact due to any unexpectable cause, if the quotation remains unopened, shall be entertained on the next working day.
- 11- The selected firm must have a source in this locality to meet timely supply under emergent period.
- 12- The supplier should have registered by MSMS / UDYOG & certificates to that extent shall be submitted with the quotation.
- 13- The bidder shall submit a declaration along with the Quotation documents stating that all items for which the bidder has quoted the rates are genuine products in his prescribed letter pad.
- 14- The supplier should have their source available at this locality to ensure timely supply of store items under exigency.
- 15- Supplies shall be made within 7 days from the date of receipt of the supply orders unless otherwise stipulated in the supply order. Supplies marked as "Emergency supply" shall be supplied in 24 hours. In case of delay beyond the stipulated period, a penalty of Rs.500/- per day of delay will be levied. In case of rejected / returned items, the replacement is to be made within 2 days of receipt of information regarding rejection of items, else penalty @ Rs.500/-per day will be levied.
- 16- In case the Quotationer fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from the open market and recover the difference in cost of purchase from the successful Quotationer.
- 17- The Payment by the office will be made within a week of receipt of supply. All costs related to packing, transportation etc. will be borne by the supplier. No extra payment will be made by the office for whatever purpose. The supplier will be solely responsible for paying all applicable taxes as per rules. In case of any penalty / tax is payable on a later stage, the supplier shall be liable to pay the same along with the penalty. Advance payment will not be made by the office under any circumstances.

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- 18- The supply of items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures against all the items given in the description. BIDS NOT QUOTED FOR ALL THE ITEMS MAY SUMMARILY BE REJECTED.
- 19- Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. wet- bundled price offered shall not be accepted.
- 20- In case two firms offering the lowest net bundled price evaluated prices then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firms' item-wise on L1 basis.
- 21- Any bid received after the deadline for submission of bids shall be rejected and returned to the bidder unopened.
- 22- This office reserves the right to call for and inspect samples of items before entering into the agreement.
- 23- After declaration of the result and selection of the L1 bidder, a MOU shall be executed between Principal authority and the L1 bidder for a period of One (01) year.
- 23- **The format of "ANNXURE-I" should be filled mandatority with necessary enclosures in shape of hard copies & shall be submitted with proposal packet.**

W.P. Patel
12/06/2026

Executive Officer,
Balasore Municipality, Bls

Memo No. 4425 /

Dt. 12/06/26 /

Copy to Office Notice Board of General & Misc. Section, Collectorate, Bls / D.I.P.R.O, Bls / Balasore Municipality Office notice board for wide publication.

W.P. Patel
12/06/2026

Executive Officer,
Balasore Municipality, Bls

Memo No. 4426 /

Dt. 12/06/26 /

Copy submitted to The District E-Governance Manager, Balasore to upload the QCN in the Official website of Balasore District for wide publication.

W.P. Patel
12/06/2026

Executive Officer,
Balasore Municipality, Bls

ANNEXURE-I (TO BE FILLED BY THE APPLICANTS IN MANDATE):-
HARD COPY OF FOLLOWING DOCUMENTS WITH THIS ANNEXURE TO BE SUBMITTED WITH PROPOSAL
PACKET

- 1- NAME OF THE APPLICANT:-
- 2- DETAIL RESIDENTIAL ADDRESS:-
- 3- DETAIL OF THE PROPOSED APPLICATION APPLIED FOR :-
- 4- QUOTED AMOUNT IN RATE SCHEDULE MAINTAINED & SUBMITTED:-
- 5- HARD COPY OF GST RETURN CERTIFICATE IN LATEST SUBMITTED
- 6- PHOTO COPY OF PAN SUBMITTED:-
- 7- PHOTO COPY OF GST CERTIFICATE:-
- 8- REGISTRATION CERTIFICATE (IN CASE OF ALF/REGD.AGENCY/ORGANIZATION):-
- 9- CERTIFICATE FOR NOT BEEN BLACK LISTED IN LAST (03) THREE YEARS & ALSO NOT BEEN INVLOVED IN ANY CRIMINAL OFFENCES TO BE OBTAINED FROM COURT OF EXECUTIVE MAGISTRATE ON STAMP PAPER & SUBMIT THE SAME WITH THE BID DOCUMENTS:-
- 14- EMD DD. NO...../DT...../BANK...../Rs.....
- 15- PAPER COST EMD DD. NO...../DT...../BANK...../Rs.....

(Certified that the detail mentioned above is true in all aspect and far from any obligation)

Seal & Signature of the applicant

LIST OF OFFICE STATIONARIES AGAINST WHICH PRICE TO BE QUOTED IN RESPECT OF BALASORE MUNICIPALITY

0	NAME OF COMMODITY	NATURE OF CONTAINER	Price to quote Ex-Cluding GST
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 (Rajdhani)	Per Unit	
11	Binding Register (Oxford)	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	Blade	Per Pkt.	
25	Calculator (Citizen) 08, 10, 12 Digit	Per No.	
26	Calculator (Casio) 08, 10, 12 Digit	Per No.	
27	Cloth Tape Roll	Per Roll	
28	Crape Paper	Per Qrs.	

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

59	Diagonal Scale		
60	Desk Calender	Per No.	
61	Duster	Per No.	
62	Dak Pad	Per No.	
63	Drawing Paper	Per Pcs	
64	Envelop (9"* 4")	Per Pkt.	
65	Envelop (11"* 5")	Per Pkt.	
66	Envelop (A-4 Size)	Per No.	
67	Envelop (Full Scape Long)	Per No.	
68	Exercise Note Book/Khata(No.08,10 & 12)	Per No.	
69	Executive Diary	Per No.	
70	Water Filter (Bajaj/Milton) (18 Ltrs)	Per No.	
71	Water Filter (Bajaj/Milton) (20 Ltrs)	Per No.	
72	Filter Tape	Per No.	
73	Fly Leaf (Cloth Paste best Quality)	Per 100	
74	Glass (Yera)	Per No.	
75	Gum (Kores)-700 ML	Per Bottle	
76	Gum (Kores)-300 ML	Per Bottle	
77	Fevigum Tube 100ML	Per Tube	
78	Fevigum Tube 200ML	Per Tube	
79	Glass Plate (Fibre)	Per No.	
80	Glass Cover (Fibre)	Per No.	
81	Guard File (Best Quality)	Per No.	
82	Good Night Mosquitoe Coil (Big Size)	Per Pkt.	
83	Good Night Mosquitoe Liquid	Per Bottle	
84	Good Night Mosquitoe Machine with Liquid	Per No.	
85	Gunia	Per No.	
86	Garder (Nylon)	Per KG	
87	High Tech Pen (Blue/Red)	Per No.	
88	HIT Mosquitoe & Cockroach Repellant	Per Bottle	

89	Harpic Toilet Cleaner (Big/Small)	Per Bottle	
90	Jug for Water (Plastic/Nylon)	Per No.	
91	Knife for Office Use(Small Folding)	Per No.	
92	Knife for Office Use (Medium/Big)	Per No.	
93	Lock (Best Quality)(Big, Medium, Small)	Per No.	
94	Lock (Godrej)(Big, Medium, Small)	Per No.	
95	Measurement Book (MB)(Oxford)	Per No.	
96	Measuring Tap (25')	Per No.	
97	Measuring Tap (50')	Per No.	
98	Measuring Tap (100')	Per No.	
99	Marker Pen (Thick/Thin)	Per No.	
100	Needle (Big & Small)	Per Pcs	
101	Note Pad	Per No.	
102	Paper (S.F.S)	Per Reem	
103	Paper (D.F.S)	Per Reem	
104	Pencil	Per Pkt.	
105	Paper Weight	Per No.	
106	Pen Stand with Pen	Per No.	
107	Punching Machine (Single Hole)	Per No.	
108	Punching Machine (Double Hole)	Per No.	
109	Pin Cusion	Per No.	
110	Room Spray (Liquid)	Per Bottle	
111	Room Sprayer	Per No.	
112	Refill (Pointed)	Per Pkt.	
113	Refill (Pointed)(Long)	Per Pkt.	
114	Refill (Jotter)	Per No.	
115	Rotaring Pen (0.02/0.03)Original	Per No.	
116	Rotaring Pen (0.02/0.03) Use & throw	Per No.	
117	Rotaring Pen Ink (In Bottol)	Per Bottle	
118	Stamp Pad (Big)(Faber Castle/ Camelin)	Per No.	

119	Stamp Pad (Small)(Faber Castle/ Camelin)	Per No.	
120	Stamp Pad Ink(Big-150ML/Small)	Per Bolttle	
121	Stapler-Best Quality (Big)	Per No.	
122	Stapler-Best Quality (Medium)	Per No.	
123	Stapler-Best Quality (Small)	Per No.	
124	Stapler Pin-Best Quality (Big)	Per Pkt.	
125	Stapler Pin-Best Quality (Medium)	Per Pkt.	
126	Stapler Pin-Best Quality (Small)	Per Pkt.	
127	Stainless Steel Tea Spoon Best Quality	Per Dozen.	
128	Stainless Steel Table Spoon Best Quality	Per Dozen.	
129	Sealing Wax	Per Pkt.	
130	Scale (Wooden)(12")	Per No.	
131	Scale (Fibre)(12")	Per No.	
132	Scale (Steel)(12")	Per No.	
133	Sets Square for Amin	Per Set/No.	
134	Service Book	Per No.	
135	Shorthand Note Book	Per No.	
136	Sketch Pen (Camel)	Per Pkt.	
137	Sutuli	Per Bundle	
138	Table Cloth	Per Mtr.	
139	Tag (4")	Per Bundle	
140	Tag (9")	Per Bundle	
141	Tag (12")	Per Bundle	
142	Thermo Flask Milton SS (01 Ltr/1/2 Ltr)	Per No.	
143	Type Paper Thick (Kores)	Per Pkt.	
144	Tracing Cloth	Per Mtr.	
145	Tracing Paper	Per Mtr.	
146	Tea Cup with Plate(Bone China)(Laopala)	Per Set.	
147	Fibre Tiffin Plate (Best Quality)	Per No.	
148	Torch (Eveready)(2/3 Cell)(Metalic Body)	Per No.	

149	Torch (Eveready)(2/3 Cell)(PlasticBody)	Per No.	
150	Table Glass (MM Wise)(5MM/8MM)	Per Sft.	
151	Umbrella (Big)(K.C. Paul)	Per No.	
152	Vito Ink (Big)	Per Bottle	
153	Waste Paper Basket (Big)	Per No.	
154	Waste Paper Basket (Small)	Per No.	
155	Wall Clock (Big)(Ajanta)	Per No.	
156	Wall Clock (Small)(Ajanta)	Per No.	
157	Xerox Paper (A-4) (70-80 GSM)(JK Copier)	Per Pkt.	
158	Xerox Paper (A-3) (70-80 GSM)(JK Copier)	Per Pkt.	
159	Xerox Paper (DFS) (70-80 GSM)(JK Copier)	Per Pkt.	
160	Cover File Big/ Small (Best Quality Cardboard Paper)	Per No.	
161	File page Marker Flag (Best Quality)	Per Pkt.	
162	Non- Binding Register(Long)	Per No.	
163	Non- Binding Register(Small)	Per No.	
164	Mask (Once Used)	Per No.	
165	Hand Gloves (Once Used)	Per Pair	
166	Hand Sanitiser (100 ML, 200 ML, 500 ML Container)	Per Container	
167	Mug (Ankur-Nylon)	Per No.	
168	Pencil Eraser	Per No.	
169	Pencil Sharpner	Per No.	

Signatue with Seal of
the quoted firm