



OFFICE OF THE  
MUNICIPAL COUNCIL, KEONJHARGARH

At/P.O.-Keonjhar, Dist.-Keonjhar, Odisha, Pin-758001  
Phone/Fax: (06766) 255413, E-mail:-keonjhar.hud@rediffmail.com

Letter No 2888 /KGM

Date 24.04.25

**QUOTATION CALL NOTICE**

The Executive Officer, Keonjhar Municipal Council on behalf of Keonjhar Municipal Council invites sealed quotations from the intending local Firms/Supplier having valid GST registration / PAN Card for supply of office stationary items to Keonjhar Municipal Council for the year 2025-26 as per the list at Annexure-A. The quotation should be received in the Office by the undersigned till dt.03.05.2025 up to 11.00 A.M. through speed/register post only address to the Executive Officer, Keonjhar Municipal Council, At/Po- Keonjhar 758001. The quotation number should be superscribed on the top of envelope. No quotations shall be entertained after scheduled date & time and will not be considered. The quotation will be opened on dt.03.05.2025 at 12.00 P.M in the presence of the quotationers or their authorized representatives.

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 either in bulk or 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 Authority reserves the right to reject any or all quotations without assigning any reason thereof.

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, Keonjhar Municipal Council payable at Keonjhar along with the quotation.

Quotation Notice can be download in the Keonjhar District web site i.e [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in) .

Memo No. 2889 -KGM

Dt. 24.04.25

Executive Officer,  
Keonjhar Municipal Council

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. 2890 -KGM

Dt. 24.04.25

Executive Officer,  
Keonjhar Municipal Council

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,  
Keonjhar Municipal Council

## Annexure-A

Sl. No	Name of the Items	Unit	Brand Name	Rate( Inclusive all taxes & transportation cost)
1	A4 size paper ( 70 GSM)	Packet	JK Copier/Image	
2	A4 size paper (100 GSM)	Packet	JK Copier/Image	
3	A3 size paper( 70 GSM)	Packet	JK Copier/Image	
4	Legal size paper ( 70 GSM)	Packet	JK Copier/Image	
5	Exercise Khata No-8	Each	Classmate	
6	Carbon	Packet	Kores	
7	Stamp Pad	Each	Faber-Castell	
8	Stamp Pad Ink( 500 ml)	Bottle	Good Quality	
9	10mm stapler	Each	Kangaro/King	
10	10mm stapler Pin ( Small Size )	Packet	Kangaro/King	
11	45 HP Stapler	Each	Kangaro/King	
12	26/6-1M Stapler Pin( Big size)	Packet	Kangaro	
13	Guard file	Each	Good Quality	
14	Cover File	Each	Good Quality	
15	Flat File (Thick)	Each	Good Quality	
16	Measurement Book(MB)	Each	Oxford	
17	Gum Tube small	Each	Fevi Gum	
18	Gum(100 ml)	Bottle	Grape	
19	Tag	Bundle	Good Quality	
20	Calculator ( 150 step check and correct desktop)	Each	CASIO	
21	White Eraser/Correction Pen	Each	Luxor	
22	Paper Weight	Each	Good Quality	
23	Pencil Battery	Each	Duracell	
24	Rolling Binding Register 6	Each		
25	Rolling Binding Register 8	Each		
26	Rolling Binding Register 10	Each		
27	Rolling Binding Register 12	Each		
28	Rolling Binding Register 20	Each		
29	Rolling Binding Register 30	Each		
30	Rolling Binding Register 40	Each		
31	Rolling Binding Register 50	Each		
32	Single hole paper punching machine	Each	Kangaro	
33	Double hole Paper punching machine	Each	Kangaro	
34	Marker Pen	Each	Cello	
35	Envelope medium size ( 100 nos)	Packet		
36	Envelope A4 size ( 100 nos )	Packet		
37	Pen	Each		
38	Pencil	Each		
39	Sticky Notes( 76X76 mm)	Packet		
40	Steel Measurement Scale	Each		
41	Cello Tape 2 inch size	Each	Good Quality	
42	Highlighter	Each	Faber-Castell	
43	Metal Pen Holder	Each	Good Quality	
44	Note Pad 100 Pages	Each	Good Quality	
45	Salu Cloth ( Red)	Meter	Good Quality	
46	Scissors ( medium size)	Each	Good Quality	
47	Lamination Index Arch File	Each	Good Quality	
48	Knife( small size)	Each	Good Quality	
49	Fodani	Each	Good Quality	
50	Electric Calling Bell	Each	Good Quality	

  
 Executive Officer  
 Keonjhar Municipal Corporation  
 24/11/2019