



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

No. 4106 /KGM

Date 19.06.24

QUOTATION CALL NOTICE

The Executive Officer, Keonjhar Municipal on behalf of Keonjhar Municipal Council invites sealed quotations from the intending Printers/ Press/ firm having GST registration / PAN Card for supply of printing materials to Keonjhar Municipal Office for the year 2024-25. The quotation will be received in the Office by the undersigned till dt. **28.06.2024 up to 05.00P.M.** through Regd. Post/Speed post only address to the **Executive Officer, Keonjhar Municipal, At/PO-Keonjhar, Dist-Keonjhar, PIN-758001** as per specification given in separate sheet attached herewith. The authority will not be held responsible for the postal delay if any in delivery of the documents and non-receipt of the same in time. The sample copy of each item can be seen in the office at any time during office hour except holidays. The terms and conditions of supply along with list of required items can be downloaded from our official website www.keonjharhmc.in.

The intending firm shall have to furnish copy of the updated GSTIN clearance certificate, PAN card along with a sum of Rs.2,000/- as EMD in shape of DD/BD/BC/cheque in favour of **Executive Officer, Keonjhar Municipal**. The quotations will be opened on dt. **29.06.2024 at 11.00AM** 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 and to open the quotations in case of absence of the quotationers or their authorized representatives on the scheduled date and time.

Executive Officer
Keonjhar Municipal

Memo No. 4107 /KGM

Dt. 19.06.24

Copy submitted to the Project Director, DUDA, Keonjhar/ Project Director, DUDA, Keonjhar/ Sub-Collector, Keonjhar/ Tahasildar, Keonjhar / D.I.P.R.O, Keonjhar for kind information with a request to publish it in their office Notice board for general information and wide publication.

Executive Officer
Keonjhar Municipal

Memo No. 4108 /KGM

Dt. 19.06.24

Copy to the Office notice board, Keonjhar Municipal for wide publication.

Executive Officer
Keonjhar Municipal

Terms & Conditions

1. The unit should be bonafied registered body.
2. The firm should have GST registration certificate.
3. The firm should have PAN.
4. Conditional quotations are liable to be rejected. In the event of acceptance, Executive Officer, Keonjhargarh Municipality decision will be final.
5. If the successful bidder fails to supply within stipulated period, liquidated damage @5% of the total amount shall be deducted from the final payment.
6. The payment stands cancelled if any mismatch found with the ordered good with standard of specification schedule.
7. Rates quoted against the quotation enquiry shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any will be allowed or entertained during this period.
8. The sample copy can be available in the office store section during office hour.

Executive Officer
Keonjhargarh Municipality

[Handwritten Signature]
19/02/2019

Specification Scheduled

Sl. No.	Name of the item	Unit	Specification	Rate in figure	Rate in word
01	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.		
02	Park receipt book (100 sheets each@5 or 10/per receipt)	Per book	As per sample (100 pages per book) original with counter foil with numbering & stitching.		
03	Receipt book U/s 307@10/per receipt	Per book	As per sample (100 pages with counter foil.		
04	Bus parking receipt book @20/per receipt	Per book	As per sample (100 pages with counter foil.		
05	Bus parking receipt book@40/per receipt	Per book	As per sample (100 pages with counter foil.		
06	Users 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.		
07	Note sheet pad(100 sheet each)	Per pad	A4 70 GSM paper (both site print)		
08	Building plan approval form	Per No.	A4 70 GSM paper (3 page both site print with stitching)		
09	Fly leaf good quality	Per each	Colour drawing sheet (As per sample)		
10	Double entry cash book	Per each	As per sample		
11	Subsidiary cash book	Per each	As per sample		

12	Accountant cash book	Per each	As per sample		
13	DCB register	Per each	As per sample		
14	Attendance Register	Per each	As per sample		

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Executive Officer
Keonjhar District Municipality
19/8