

# JATNI MUNICIPAL COUNCIL, JATNI

P.O.-JATNI-752050, DIST.- KHORDHA, ODISHA

No. 5504

Date 31.12.2024

## QUOTATION CALL NOTICE

Sealed quotations are invited from Registered Printers / Supplier for supply of printing materials as per the specification annexed in "Annexure-A". The bidders may collect the printing sample from Office for reference and submit the bid paper along with rate as per following quantity in item wise in the prescribed proforma with GST Certificate to the undersigned on or before date 10.01.2024 by 12.30 PM and the same will be opened on date 10.01.2024 at 3.30 PM in the presence of Tender Committee Members & Bidders. The bidder may remit a sum of Rs. 5000/- (Rupees Five thousand) only towards EMD as well as Rs. 1000/- (Rupees One Thousand) only as paper cost in the shape of B.D. or D.D or MPOS Receipt in favour of Executive Officer, Jatni Municipality. The Authority reserves the rights for cancellation of quotation call notice at any time without any reason thereof.

  
Executive Officer  
Jatni Municipality

Memo No. 5505 / JMC, Date 31.12.2024

Copy to Notice Board, Jatni Municipal Council / Office of the Tahasildar and Block, Jatni for wide publication.

  
Executive Officer  
Jatni Municipality

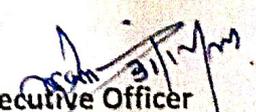
Memo No. 5506 / JMC, Date 31.12.2024

Copy forwarded to the NIC, Khordha for information with a request to publish the same in District Web Portal.

  
Executive Officer  
Jatni Municipality

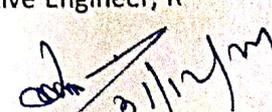
Memo No. 5507 / JMC, Date 31.12.2024

Copy submitted to the Deputy Director, Advertisement, I & PR Department, State PIO, Bhubaneswar for information with a request to publish the same in two odia daily Newspaper.

  
Executive Officer  
Jatni Municipality

Memo No. 5508 / JMC, Date 31.12.2024

Copy submitted to the Collector & District Magistrate, Khordha/ ADM, Khordha, ADM, Bhubaneswar/Project Director, DUDA, Khordha/ Tahasildar, Jatni/ BDO, Jatni/ Executive Engineer, R & B/ Rural Works for information & necessary action.

  
Executive Officer  
Jatni Municipality

**QUOTATION PAPER FOR SUPPLY OF PRINTING MATERIAL TO  
JATNI MUNICIPALITY**



*J. 18/9/23*

Name of the Bidder \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Date of Submission of Quotation \_\_\_\_\_

Sl. No.	Particulars / Materials	Rate as per following quantity	Rate to be Quoted excluding GST (in Rs.)
1.	Miscellaneous Receipt Book	10 Books	
2.	Notice Book	-do-	
3.	Seizure Book u/s 106	-do-	
4.	Seizure Book u/s 311	-do-	
5.	Holding Tax Receipt Book	-do-	
6.	Receipt Book u/s 307	-do-	
7.	Receipt Book u/s 309	-do-	
8.	User Charges u/s 388 (10) (B)	-do-	
9.	Note Sheet	-do-	
10.	Draft for Approval	-do-	
11.	Office Typing Letter Pad	-do-	
12.	Urgent Pad (Big Size)	-do-	
13.	Urgent Pad (Small Size)	-do-	
14.	Letter Pad Chairperson / VC / E.O. / Councilors	-do-	
15.	Warranty Register / PF Ledger / Log Book	-do-	
16.	Outstanding / Mutation / Grant Register	-do-	
17.	Fly leaf	100 Nos.	
18.	Demand Collection Register (Form B/Rule-178)	Each	
19.	Accountant Bill Register	-do-	
20.	Accountant Cash Book	-do-	
21.	Cashier Cash Book	-do-	
22.	Demand Notification Register (Rule-187)	-do-	
23.	Tax Collection Register (Form K-192)	-do-	

24.	Subsidiary Cash Book (Form V) / Pay Aquitance Role	-do-	
25.	Peon Book / Index Register	-do-	
26.	Stock Register	-do-	
27.	Issue & Receipt Register	-do-	
28.	Abstract Register of Receipt	-do-	
29.	Abstract Register of Expenditure	-do-	
30.	Register Binding Charges	-do-	
31.	Flat File	Each	
32.	Board File	-do-	
33.	Office Staff Identity Card	-do-	
34.	Attendance Register	-do-	
35.	Bill Form / CPF deposit Form	-do-	
36.	U.C. Form / Leave Application Form	-do-	
37.	House Rent Certificate Form / Contractor Certificate Form	-do-	
38.	Pension Form	-do-	
39.	Application Form u/s 290	-do-	
40.	Swarna Jayanti Sahari Rojgar Yojana Form	-do-	
41.	Estimate Form / Assessment Data Sheet	-do-	
42.	Envelope (Big size)	-do-	
43.	Envelope (Small size)	-do-	
44.	Challan Book	-do-	
45.	Trade Licence Certificate	-do-	
46.	Swachha Bharat Application Form	-do-	
47.	Service Book	100 Nos.	
48.	Tender Schedule Book	-do-	
49.	Forward Diary	-do-	
50.	Pension Book	-do-	
51.	Payment Voucher	10 Books	
52.	Receipt Voucher	-do-	

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53.	Spiral Binding Rate with both side cover	-do-	
54.	SWM User Fee Collection Receipt	-do-	
55.	Leaflet printing 90 GSM Glosy Paper (Single side)	Per Pc	
56	Poster	Per Pc	
57	Hoarding Flex Banner with Installation Charge	Per SQFT	
58	Booklet printing	Per Page	
59	Normal Flex Banner	Per SQFT	

1-  
19/9/23

- (a) No. of cutting \_\_\_\_\_  
 (b) No. of over writing \_\_\_\_\_  
 (c) No. of interpolation \_\_\_\_\_

**Signature of Bidder**  
**Mob No.** \_\_\_\_\_