



# OFFICE OF THE NOTIFIED AREA COUNCIL, BALUGAON

Balugaon, Khordha, Odisha, Pin-752030, Email Id.eonac.balugaon2013@gmail.com

No. 1625 / .....

Dt. 06/09/2025 / .....

## QUOTATION CALL NOTICE

Sealed Quotations are invited from the intending Firms/ Suppliers/ Agency/ Contractors/ Dealers having valid GST Registration Certificate/PAN Card for "Supply of Office Stationary & Registers for the Financial Year 2025-26" to Balugaon N.A.C. The sealed quotations must be reached before undersigned on dtd.22.09.2025 before 1.00 P.M. through registered post or speed post or by hand and same will be finalized on same day at 2.30 P.M. in presence of quottioner or their authorized representatives who may wish to attend in the office of the NAC Balugaon. The rate should be quoted inclusive of all taxes and charges (in figure & word) for supply of Office Stationary to Balugaon N.A.C. No quotation will be accepted after due date and time. The quotation must be accompanied with self attested copies of Valid GST Registration Certificate/ PAN Card. The information regarding details of quotations are also available at the website i.e. [www.khordha.odisha.gov.in](http://www.khordha.odisha.gov.in). The authority reserves the right to reject any or all quotation without assigning any reason thereof. The information regarding details of office stationary materials you will found in the office of the undersigned on office hours.

  
Executive Officer,  
N.A.C., Balugaon

Memo No. 1626 / Date. 06/09/2025

Copy submitted to the Deputy Director (Advertisement), I & PR Department, Govt. of Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to take necessary direction for publication of this quotation call in any one daily published English & Odia News paper for wide publication with minimum cost for one day only on or before dt.10.09.2025.

  
Executive Officer,  
NAC Balugaon

Memo No. 1627(2) / Date. 06/09/2025

Copy submitted to the Collector & District Magistrate, Khordha/ Project Director, District Urban Development Agency, Khordha for favour of kind information and necessary action.

  
Executive Officer,  
NAC Balugaon

Memo No. 1628 / Date. 06/09/2025

Copy submitted to the District Public Information Officer, Khordha for favour of kind information and necessary action.

  
Executive Officer,  
NAC Balugaon

Memo No. 1629 / Date. 06/09/2025

Copy submitted to the NIC, Khordha with a request to kindly publish the notice in the District Portal for wide publication.

  
Executive Officer,  
N.A.C., Balugaon

Memo No. 1630 / Date. 06/09/2025

Copy to office notice board for wide publication.

  
Executive Officer,  
NAC Balugaon

To,

The Executive Officer  
Balugaon NAC, Balugaon

Sub: Submission of Quotation vide Quotation No. \_\_\_\_\_ / Date. \_\_\_\_\_

**Details of Office Stationary**

Sl. No.	Name of the Item	Unit	Rate in Figure (In Rs.)	Rate in Words (In Rupees)
1	Note Sheet			
2	Flat File			
3	Cover File			
4	Stick File			
5	Xerox Paper			
6	Duplicating Paper			
7	Highlighter Pen			
8	Marker Pen			
9	Use & throw pen (Blue, Black, Red)			
10	Two sided pen			
11	Refill (Blue, Red)			
12	Pencil			
13	Eraser			

14	Calculator			
15	Scale			
16	Roll Register			
17	Gum Paste			
18	Glue Pen Paste (Glue Stick)			
19	Stapler (Small)			
20	Stapler (Big)			
21	Stapler Pin			
22	Eraser Pen (Whitener Pen)			
23	Scissor			
24	Pen Stand, 23 Plastic folder			
25	Stamp Pad			
26	Stamp Ink			
27	Alpin			
28	Flag Paper			
29	Fly Leaf Thick			

30	Fly Leaf Thin			
31	Fodani			
32	Envelop			
33	Jam Pin			
34	Guard File			
35	Carbon Paper			
36	Paper Weight			
37	Index Register			
38	Log Book			
39	Tag			
40	Battery and Pencil Battery			
41	Calling Bell			
42	Tape-25 Mtr.			
43	Tape-50 Mtr.			
44	Tape-100 Mtr.			
45	Case Record File (Works)			

46	Cashiers Cash Book			
47	Register of Bills			
48	Salary Bill (200 Pages)			
49	Periodical Increment Certificate			
50	Advance Register			
51	Accountant Cash Book			
52	Daily Collection Register			
53	Register of Grants			
54	Stock Accounting of Tickets			
55	Stamp Account Register			
56	Stock Register of Stationary			
57	Demand Collection Register			
58	Arrear Demand Register (Big Size)			
59	Tax Collector's Daily Collection Register			
60	Notice of Demand u/s 161			
61	Nominal Muster Roll			

62	Contract Agreement form of works			
63	Register of Works			
64	Stock & Store Register			
65	General Stock Register			
66	Dead Stock Register			
67	Issue Register			
68	Receive Register			
69	Index Register			
70	Peon Book			
71	Attendance Register			
72	Service Book			
73	TA Bill Form			
74	Contingent Bill Form			
75	Log Book of Vehicle			
76	DSO Trade Demand Register			
77	Subsidiary Cash Book			

78	Notice u/s 263/264			
79	Notice u/s 254 (encroachment)			
80	File Movement register			

  
Executive Officer,  
N.A.C., Balugaon

Signature & Seal of Quotationer

Date.