



OFFICE OF THE  
**MUNICIPALITY, NABARANGPUR**  
NABARANGPUR (ODISHA), PIN- 764073

Letter No- 3474/MUN-NAB-2025

Date. 18/08/2025

**QUOTATION CALL NOTICE**

Sealed Quotation are invited from the different Suppliers/Agencies to supply the following Stationery goods to Nabarangpur Municipality for the year 2025-26. The quotationers should quote their rates including all taxes and delivery at Nabarangpur Municipality Office. The quotationers should submit their Firm Registration Certificate, Income Tax clearance certificate, GST No, PAN No and Udyam/MSME registration (if applicable), etc. along with the quotation. The quotations should reach through registered post/speed post only to the undersigned on or before **Dt.01.09.2025 by 3.00 PM**. Further to note that the bid paper contains relative documents receive through by hand or courier will not be accepted. The bid papers same will be opened at office of the Nabarangpur Municipality on **dt.01.09.2025 at 5.00 PM**. on the same day in presence of the quotationers or their authorized representatives at the time of opening. The quotation paper and term and condition is available in the District Portal website [nabarangpur.odisha.gov.in](http://nabarangpur.odisha.gov.in) and Nabarangpur Municipality office website- <https://nabarangpurm.in/> are available from **Dt 19.08.2025 of 10.00 AM to Dt 29.08.2025 05.00 PM** for download and wide publication.

The undersigned reserve the right to accept any or reject all quotations without assigning any reason thereof.

*[Signature]*  
Executive Officer,

Nabarangpur Municipality

Memo 3475

Dt. 18/08/2025

Copy to submitted to the Tahsildar, Nabarangpur /B.D.O, Nabarangpur for information with a request to display the quotation call notice at their office Notice Board for wide publication/ Copy to the Deputy Director (Advertisement) and Deputy Secretary to Govt. I & P.R Dept. Odisha for information & necessary action with a request to publish the same in the reputed Odia newspaper & submit same along with copy of advertisement for necessary payment.

*[Signature]*  
Executive Officer,

Nabarangpur Municipality

Memo No. 3476

Dt. 18/08/2025

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

*[Signature]*  
Executive officer

Nabarangpur Municipality

Memo No. 3477

Dt. 18/08/2025

Copy forwarded to the Informatics Officer, NIC / District E-Governance Manager, Nabarangpur for information with a request of host the tender in the District Portal for wide publicity/copy submitted to MIS of this office for to upload and publish the same in District portal website and office website.

*[Signature]*  
Executive officer

Nabarangpur Municipality

**OFFICE OF THE MUNICIPAL COUNCIL: NABARANGPUR**

**Supply the following Office Stationary to Nabarangpur Municipality**

**QUOTATION PAPER FOR**

1. Name of the Department : Nabarangpur Municipality
2. Cost of Quotation paper : Rs. 1,000/- (One thousand)/-only non-refundable
3. Security deposit : Rs. 5000/- (Five Thousand)/- only refundable
4. Available Period of bid paper and documents : Dt.19.08.2025 of 10.00AM to Dt.29.08.2025 of 05.00 PM
5. Last Date and Time for Receive  
For bid or Quotation paper In a  
Closed envelope should reach in  
The below address:-  
"The Executive Officer, Nabarangpur Municipality  
Nabarangpur, Pin-764059 Odisha " : Dt.01.09.2025 of 3.00 PM, at Nabarangpur
6. Date and Time for Opening of Quotation Paper: 01.09.2025 of 5.00P.M
7. Quotation Call Notice No. :

SL NO.	DESCRIPTION	UNIT	QUOTATED RATE INCLUDING ALL TAXES AND TRANSPORTATION	
1	2	3	4	
			IN FIGURE	IN WORDS
1	Eraz-Ex (white eraser)	1 pc		
2	White paper A4 size packet	1 pkt		
3	Transparent cello tape big size	1 pc		
4	Brown color cello tape big size	1pc		
5	Paper Weight	1 pc		
6	MB Book	1 pc		
7	Steel Scale	1 pc		
8	Stapler Big size	1 pc		
9	Stapler Small size	1 pc		
10	Stapler pin Big Size	1 pkt		
11	Stapler pin Small Size	1 pkt		
12	Phodoni	1 pc		
13	Single puncher	1 pc		
14	Double puncher	1 pc		
15	Stamp pad blue ink	1 pc		
16	Stamp pad (Big Size)	1 pc		
17	Gum bottle	1Ltr		

18	Cover file	1pc		
19	Fly leaf (ordinary)	1pc		
20	Rubber eraser	1pc		
21	Rubber Band	1 kg		
22	Carbon Paper- Blue double side	1 pkt		
23	Carbon Paper- Blue single side	1 pkt		
24	Calculator	1 pc		
25	Note pad (20 pages)	1 pc		
26	Register. Pages No.92	1 pc		
27	Register. Pages No.140	1 pc		
28	Register. Pages No.180	1 pc		
29	Register. Pages No.276	1 pc		
30	Marker pen Blue	1 pc		
31	Marker pen Red	1 pc		
32	Pencil (HB) packet	1pkt		
33	Envelope Small Size	1 Pkt		
34	Envelope Medium Size	1 pkt		
35	Envelope A4 Size	1pkt		
36	Plastic Stick file	1pkt		
37	Tag (Good quality ) packet	1pkt		
38	Flat file	1pkt		
39	Dak pad (four-fold-file)	1pc		
40	Guard file	1 pc		
42	Multi-color Flag Tag	1 pkt		
43	Scissor Big size	1 pc		
44	Register of Letters received- printed(300)pages	1pc		
45	Register of Letters issued-- printed(300)pages	1pc		
46	Index Register-printed(200)pages	1 pc		
47	Peon Book--printed(100)pages	1 pc		
48	Note Sheet--printed	1 pc		
49	Fly Leaf (Standard size) with print	1 pc		
50	Attendance Register-- printed(100)pages	1 pc		



51	Log book of correspondence-- printed(200)pages	1 pc		
52	Subsidiary cash book— printed(300)pages	1 pc		
53	Contingent Bill form-printed	1 pc		
54	Cahiers cashbook--printed(300)pages	1 pc		
55	Register of Bills--printed(300)pages	1 pc		
56	Act. Cash Book--printed(300)pages	1 pc		
57	Salary bill Register-- printed(500)pages	1 pc		
58	Journal Book (ACNT-2) (300)pages	1 pc		
59	Stock & Store Register-- printed(300)pages	1pc		
60	Ledger (ACNT-3) (300)pages	1pc		
61	Cash Book (300)pages	1 pc		
62	Payment order (ACNT-14) (300)pages	1 pc		
63	Miscellaneous Receipt Book- printed(200)pages	1 pc		
64	Holding Tax collection Receipt Book- printed(300)pages	1 pc		
65	Pay Bill Form-printed	1 pc		
66	User Fee receipt Book- printed(100)pages	1 pc		
67	MB Book-printed (100)pages	1pc		
68	Work Register(300)pages	1 pc		
69	Mpos paper roll	1pkt		

**TERM AND CONDITION**

1. The Quotationer should submit the attested copy of valid Firm Registration Certificate, Income Tax clearance certificate, GST No, PAN No and Udyam/MSME registration (if applicable) along with the quotation paper.
2. The quotationer should submit warranty certificate.
3. The **paper cost** and **EMD** as specified in quotation paper should be deposited in shape of Bank Draft/Banker Cheque in favour of "**The Executive Officer, Nabarangpur**" Municipality from any nationalized bank and attached the same along with quotation paper.
4. This office is not responsible for any postal delay in receipt of the quotation paper.
5. The Quotationer should quote the rate both in figure and words.
6. If any alteration or overwriting made in the quotation it should be attested by the quotationer.
7. The under signed reserves the right to reject any or all the quotation without assigning any reason thereof.

  
**Executive officer**  
**Nabarangpur Municipality**

Signature of the Quotationer