

**BERHAMPUR MUNICIPAL CORPORATION, BERHAMPUR**

No 3629 /A-12-I-02/2020

Dt 12-03-2020

**QUOTATION CALL NOTICE FOR SUPPLY OF PRINTING ARTICLES DURING FOR THE YEAR  
YEAR 2020-2021**

Sealed quotations are invited from the intending bidders by the undersigned for supply of printing articles for the financial year 2020-21 according to requirement for time to time. The terms conditions of supply along with list of required items can be downloaded from our official web site i.e [www.berhampur.gov.in](http://www.berhampur.gov.in) from dt. 13.03.2020 to dt 25.03.20.

The quotationers are to deposit a sum of Rs.3000/- (Rupees Three thousand) only for stationery tender as E.M.D.in shape of Bank Draft or deposit in Municipal Treasury and the challon No and date are to be mentioned in the tender. The latest GST, and I.T clearance certificate photocopies should be enclosed in the quotations. The same will be received by Speed post/Regd.Post by 5 PM dt.30.03.20 and will be opened on dt. 31.03.20 at 11 AM. The quotationers or their authorized agents may be present at the time opening of the quotation. No quotation will be accepted without clearance certificate copies, deposit of E.M.D.

The rates of each of the items should be mentioned both in figures and words on their letter pad which should be inclusive of all taxes and for office delivery.

The authority reserve the right to reject any or all quotations without assigning any reasons thereof.

  
Commissioner,  
Berhampur Municipal Corporation.

Memo No. 3620 /

Date 12-03-2020

Copy to Steno to Administrator/P.A to Commissioner/Dy.Commissioner/Chief Finance Officer/Executive Engineer/H.A(Gen)/D.A.Deposit Clerk/Receiving Clerk for information and necessary action.

  
Commissioner,  
Berhampur Municipal Corporation.

Memo No. 3631 /

Date 12-03-2020

Copy to Office Notice board for display.

  
Commissioner,  
Berhampur Municipal Corporation

## Printing Articles

| Sl.No | Item   | Specific of goods  | Rate per        |
|-------|--|--|-----------------|
| 1     | Attendance Register (Full size)                                  | 50 leaves conquest paper callico binding                                       | Per each        |
| 2     | Cashier cash book Register (full size)                           | 200 leaves conquest paper leather binding                                      | Per each        |
| 3     | Other register (full size)                                       | 100 leaves/200 pages conquest paper callico binding                            | Per each        |
| 4     | Cash book register and other register                            | ½ F.S 200 leaves conquest paper leather binding                                | Per each        |
| 5     | Dispatch register & other register                               | ½ F.S 200 leaves conquest paper callico binding                                | Per each        |
| 6     | Misc. challan and other register.                                | ½ F.S 200 leaves/400 pages conquest paper leather binding                      | Per each        |
| 7     | Fees & Tax collector D.C.R. & other register                     | ½ F.S 100 leaves/200 pages conquest paper callico binding                      | Per each        |
| 8     | Letter pad book  | ½ F.S 100 leaves J.K. bond paper   | Per each        |
| 9     | Letter pad book  | ¼ F.S 100 leaves J.K. bond paper   | Per each        |
| 10    | Notice book 147 & 161 & other receipt book                       | ½ F.S size 100 receipt in J.K. copier paper print                              | Per each        |
| 11    | Receipt book house tax   | ¼ F.S. 100 receipt in temporary, final & triplicate on J.K. copier paper print | Per each        |
| 12    | Receipt book of Misc. Guest house, Encroachment                  | 1/8 F.S. 100 receipt in duplicate on J.K. copier paper print                   | Per each        |
| 13    | Receipt book user fee Rs.10/- Rs. 20/- Rs.25/- Rs. 30/- Rs. 40/- | 1/8 F.S. 100 receipt in if Red, White, Yellow, Green coloured paper print      | Per each        |
| 14    | Receipt of market fee and all other category                     | 3"x5" 100 receipt in white and other colored paper print                       | Per each        |
| 15    | Distribution book  | ¼ F.S. 100 leaves or 200 pages in conquest paper callico binding               | Per each        |
| 16    | Measurement book   | 1/6 F.S. 100 leaves conquest paper callico binding                             | Per each        |
| 17    | Printing forms   | F.S size conquest paper both side print  | Per 1000 sheets |
| 18    | Printing forms   | F.S size conquest paper one side print   | Per 1000 sheets |
| 19    | Printing forms   | F.S. size white paper both side print  | Per 1000 sheets |

|    |   |   |                 |
|----|---|---|-----------------|
| 20 | Printing forms                                | F.S size white paper one side print                             | Per 1000 sheets |
| 21 | Printing forms                                | F.S. size any coloured paper both side print                    | Per 1000 sheets |
| 22 | Printing forms                                | F.S. size any coloured paper one side print                     | Per 1000 sheets |
| 23 | Printing forms                                | ½ F.S size conquest paper both side print                       | Per 1000 sheets |
| 24 | Printing forms                                | ½ F.S size conquest paper one side print                        | per 1000 sheets |
| 25 | Printing forms                                | ½ F.S size white paper both side print                          | per 1000 sheets |
| 26 | Printing forms                                | ½ F.S. size white paper one side print                          | per 1000 sheets |
| 27 | Printing forms                                | ½.F.S size any coloured paper both side print                   | Per 1000 sheets |
| 28 | Printing forms                                | ½.F.S size any coloured paper one side print                    | Per 1000 sheets |
| 29 | Printing forms                                | ¼ F.S size conquest paper both side print                       | Per 1000 sheets |
| 30 | Printing forms                                | ¼ F.S size conquest paper one side print                        | Per 1000 sheets |
| 31 | Printing forms                                | ¼ F.S size white paper both side print                          | Per 1000 sheets |
| 32 | Printing forms                                | ¼ F.S size white paper one side print                           | Per 1000 sheets |
| 33 | Printing forms                                | ¼ F.S size any coloured paper both side print                   | Per 1000 sheets |
| 34 | Printing forms                                | ¼ F.S size any coloured paper one side print                    | Per 1000 sheets |
| 35 | Letter Head form                              | ½ F.S size J.K. Bond paper one side print                       | Per 1000 sheets |
| 36 | Hindu Marriage Registration form & other form | A-3 size J.K. copier paper both side print (set)                | Per 1000 sheets |
| 37 | Note sheet                                    | ½ F.S size J.K. Bond paper both side print                      | Per 1000 sheets |
| 38 | Fly leaf                                      | F.S Brown cover paper (Orient) one side print (as per specific) | Per 1000 sheets |
| 39 | Fly Leaf                                      | F.S duplex board thick file calico pasting and punch            | Per each        |
| 40 | Small Attendance Register                     | ½ F.S 100 leaves conquest paper callico binding                 | Per each        |
| 41 | Four folding cover file pad                   | ½ F.S cloth Red, Green & Blue colored binding                   | Per each        |
| 42 | Urgent slip pad                               | 1/8 F.S 100 leaves J.K. copier paper print                      | Each book       |