



# Sambalpur Municipal Corporation Sambalpur (Odisha)

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Phone No. 0663-2411012

Letter No. 1779

Date 15-03-2023

## SHORT QUOTATION CALL NOTICE

Sealed Quotations are hereby invited from different intending local printers/suppliers for supply of Forms & Registers etc as per the details below. Intending printers/suppliers are requested to inspect the sample items from the office of the undersigned. They should quote their rates along with sample papers for each items. The rates of each item should include the cost of paper, printing, binding, CGST, OGST and transportation charges. The quotation should reach the undersigned on or before Dt. 20.03.2023 before 11AM at SMC office. And the same will be opened on 20.03.2023 at 4PM. The quotationer must have valid GST number and PAN number.

In presence of the Quotationer or their representatives. The accepted rates shall be valid for 1 (one) year from the date of finalization of Quotation.

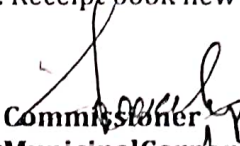
The undersigned reserve the right to accept or reject any or all quotations without assigning any reason thereof.

- |  |   |
|--|---|
| 1. Log Book (General)/Index register (100 pages)       | 10. Rolling register (400 page)           |
| 2. Vehicle log book (100 pages)                        | 11. Rolling register (300 page)           |
| 3. Daily collection Register (misc) (100 pages)        | 12. Rolling register (200 page)           |
| 4. Subsidiary cash book (100 pages)                    | 13. Note sheet (100 perbook)              |
| 5. Cashier's cash book (100 pages)                     | 14. Letter receive register (200 page)    |
| 6. Hand demand register (100 pages)                    | 15. Final notice form (100 perbook)       |
| 7. Holding tax new Assessment form(100 perbook)        | 16. Holding tax notice form (100 perbook) |
| 8. Trade license form (100 perbook)                    | 17. Holding tax receipt book (1*3)        |
| 9. Flyleaf with cotton cloth pasted<br>and silver hole | 18. Misc. Receipt book new format (1*2)   |

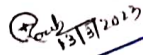
Memo NO. 1780

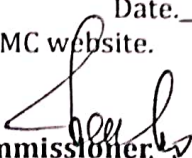
Copy to office notice board for wide circulation/MIS for upload in SMC website.  
Commissioner Sambalpur Municipal Corporation Sambalpur.

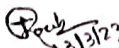
Enclosure,  
Financial Bid format-

  
Commissioner  
Sambalpur Municipal Corporation  
Sambalpur

Date. 15-03-2023

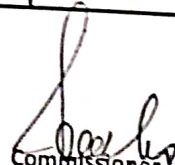
  
13/3/2023

  
Commissioner  
Sambalpur Municipal Corporation  
Sambalpur

  
13/3/23

## Financial Bid Format

Sl.No	Name of the Register/Form	Specification	Quantity required	Rate	Amount
1	Log Book (General)/ Index register (100 pages)	1/4 DFC 58 GSM White paper Cover Board no-14	200 nos		
2	Vehicle log book (100pages)	1/4 DFC 58 GSM White paper Cover Board no-14	200 nos		
3	Daily collection Register (misc) (100 pages)	1/4 DFC 58GSM White paper Cover Board no-14	500 nos		
4	Subsidiary cash book (200 pages)	1/4 DFC 58 GSM White paper Cover Board no-14	100 nos		
5	Cashier's cash book (100 pages)	1/4 DFC 58 GSM White paper Cover Board no-14	300 nos		
6	Hand demand register (100 pages)	1/4 DEMY White Paper 58GSM Cover Board no-14	200 nos		
7	Holding tax new Assessment form (100 per pad)	A/4 65 GSM White Paper	200 pads		
8	Trade license for (100 per pad)	A/4 65 GSM White Paper	100 pads		
9	Flyleaf with cotton cloth pasted and silver hole	Cloth pasting with hole button 280 GSM file board	5000 nos		
10	Rolling register (400 page)	1/4 DFC 60 GSM Paper rolling register	50 nos		
11	Rolling register (300 page)	1/4 DFC 60 GSM Paper rolling register	200 nos		
12	Rolling register (200 page)	1/4 DFC 60 GSM Paper rolling register	500 nos		
13	Note sheet (100 per pad)	A/4 65 GSM White Paper	1000 packets		
14	Letter receive register (200 page)	1/4 DFC 58 GSM White paper cover board no-14	100 nos		
15	Final notice form (100 perbook)	1/8 size colour Pink paper cover board no-14	5000 nos		
16	Holding tax notice form (100 per pad)	1/8 size 58 GSM paper	100 pads		
17	Holding tax receipt book (1x3) in Triplicate	1/8 DEMY 58 GSM (O) 1/8 DEMY 49 GSM (D) 1/8 DEMY 44 GSM (T) Cover board no-14	1000 nos		
18	Misc. Receipt book new format (1x2) in duplicate	1/16 DEMY colour 49 GSM 1/16 DEMY White 44 GSM Cover board no-12	1000 nos		

  
 Commissioner  
 Sambalpur Municipal Corporation  
 Sambalpur  
 12/12/2023