



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR
Odisha - 768001

Phone No. 0663-2411316 / E Mail : sambalpurm.hud@nic.in



Notice No: 7054 /SMC

Dated. 09-08-23

SHORT TENDER CALL NOTICE

Sealed Tender are hereby invited from different intending suppliers for supply of Office Stationery (List of Stationery Material are enclosed)herewith..

Intending suppliers are requested to inspect the official samples from the office of the undersigned in office hour. They should quote their rate along with samples of each items. The rate of each items should include the cost, Taxes, Transportation etc. The Quotation should reach the undersigned on or before 17.08.2023 till 11 AM. & the same will be opened on the same day at 04pm in the presence of the participants.

The following documents are to be attached without which the Tender documents will be treated as Non- responsive and rejected.

1. Copy of GST Certificate.
2. PAN/TIN Card.
3. Address proof.

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

o/c

Municipal Commissioner
Sambalpur Municipal Corporation

Memo.No. 7055 /SMC Date 09-08-23^{04/8/23}

Copy to M.I.S., Sambalpur Municipal Corporation. He is directed to upload the Short Tender Call Notice in the website i.e. www.sambalpur.nic.in.

Copy to Notice Board for wider information.

o/c

Municipal Commissioner
Sambalpur Municipal Corporation.

04/08/2023

ANNUAL REQUIREMENTS OF OFFICE STATIONARIES	
Sl No.	Name of th.. Materials
1	Tag
2	Gum Bottle
3	Stamp pad
4	Stamp Ink
5	Stapler(Big size)
6	Stapler(Medium size)
7	Stapler(Small size)
8	Stapler Pin(Big size)
9	Stapler Pin(Medium size)
10	Stapler Pin(Small size)
11	Calculator
12	Carbon paper
13	Page marker stick
14	Paper Weight
15	Scale
16	Note binding rubber
17	White board
18	White board marker
19	White board eraser(Duster)
20	Guard file
21	Pen(Only for Officers)
22	Pen Stand
23	Note counting sponz
24	Libistic gum
25	Appointment photo stand
26	Phodini
27	Room freshner
28	Correction Pen(Whitener)
29	MB Book
30	Highlighter pen
31	Note pad(Only for meeting purpose)
32	Flat file
33	Bucket
34	Mug
35	Glass(Big size)
36	Glass Cover
37	Karpour goli
38	Envelopes Small/Medium/Large(laminated)
39	Floor Washing Broom
40	Phynyle
41	Surf
42	Cooline
43	Harpic
44	Scoch(washing sponz)
45	Deo n fresh
46	Floor wiper
47	Toilet brush
48	Coconut broom
49	Desi broom
50	Thermo flask(small)
51	Hand wash
52	Red Cloth
53	Tea tray
54	Tiffin tray
55	Tiffin plate
56	Tea cup
57	Battery for clock/remote(AC/TV)
58	Curdless bell
59	Battery for curdless system
60	Salc tape (Brown big size 2inch)
61	Dak Pad

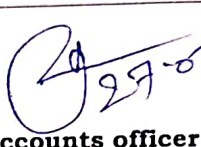
7/c

62	Clear plastic folder(for meeting purpose)
63	Wall clock
64	Tracing paper
65	Tracing cloth
66	Tracing pen(Blue)
67	Tracing pen(Black)
68	Tracing pen(Red)
69	A4 size 100gsm copier
70	Transparent board for incumbency of commissioner
71	Name plate
72	Section naming plate
73	Information board
74	Stamps as required
75	Stamp Ink


Dealing Assistant
SMC


Head Assistant
SMC


Accountant
SMC


Accounts officer
SMC


DY. Commissioner
SMC
26/07/23