



**OFFICE OF THE  
MUNICIPAL COUNCIL, BALASORE.**

BALASORE, (ODISHA), PIN-756003  
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e-mail-balasoremunicipality@rediffmail.com

No. 5115 /

Dated the 19<sup>th</sup> August'2019.

**QUOTATION CALL NOTICE**

Sealed quotations are hereby invited from intending Firms/Agencies/Dealers/Contractors for Supply of Office Stationery articles to the Office of the Balasore Municipality, Bls.

The last date of receipt of quotations is on dt.29.08.2019 till 3.30 PM and the same will be opened on dt.30.08.2019 at 11.30 AM by the Undersigned/Tender Committee members in presence of the quotationers or their authorized representatives.

The list of the articles with their category can be obtained from the Municipal Office, Balasore during Office hours.

The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

**TERMS AND CONDITIONS**

- 1- The quotationers should furnish the Photo copy of current latest return of ITCC (Income Tax Clearance Certificate ), GST Certificate , GST return filing acknowledgement in latest and PAN Card with their quotations.
- 2- The quotationers should apply in a plain paper or their requisite pad and the required documents should be enclosed and to be mouth sealed in a envelope. And on the top of the envelope to be written as "**Quotation for Supply of Stationary articles**" and that to be submitted in our issue & despatch section in a manual way in the schedule date & time. Quotations should not be put under receive after schedule date & time.
- 3- The rate should be quoted separately i.e Value of goods ----- Rate of taxes = Total value of the commodity including taxes against each. The quotationers should quote the rate of the articles against the company/category only those are mentioned in the list of stationary as prescribed by this establishment.
- 4- The Validity period of the quotation for supplying of stationeries is up to one year from the date of selection.

Memo No. 5116 (1)(2)(3)

Copy to Office Notice Board of General & Misc. Section, Collectorate, Bls / D.I.P.R.O, Bls / D.I.C, Bls / Balasore Municipality Office notice board & uploaded in the balasore municipality website (**www.balasoremunicipality.in**) for wide publication.

Executive Officer,  
Balasore Municipality, Bls  
Dt. 19/8/19

Executive Officer,  
Balasore Municipality, Bls