

GOVERNMENT OF ODISHA



H & UD DEPARTMENT PARADEEP MUNICIPALITY, PARADEEP

"SUPPLY OF OFFICE STATIONARY TO PARADEEP MUNICIPALITY"

PERIOD OF SALE OF BID DOCUMENTS :- From dt. **05.08.2026** to dt. **17.08.2026**
From 10:00 AM Up to 5:00 PM

LAST DATE OF RECEIPT OF BID DOCUMENTS:- Dt. **18.08.2026** Upto 12.00 PM

DATE & TIME OF OPENING THE BID DOCUMENTS :- Dt. **18.08.2026** at 01.00 PM

COST OF TENDER PAPER :- ₹ 1,000.00

COST OF EMD :- ₹ 10,000.00

Name of the Bidder :

MR No : /Dt

Handwritten signature
EXECUTIVE OFFICER

PARADEEP MUNICIPALITY

PARADEEP, ODISHA

OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP

No. 4385 / Date 05-08-2026

QUOTATION CALL NOTICE

The Executive Officer, Paradeep Municipality on behalf of Paradeep Municipal Council invites sealed quotations from interested/ intending authorized registered Agency/ Firm/ Distributor/ Supplier having up to date GSTN & PAN for supply of Office Stationary to Paradeep Municipality. The DTCN can be obtained from Paradeep Municipality website i.e. www.paradeepmunicipality.in or from Office of the Municipal Council, Paradeep on payment of paper cost of ₹1000.00 (Rupees one thousand) only which is non refundable in the shape of cash/ bank draft/ bankers cheque drawn in favour of the Executive Officer, Paradeep Municipality payable at Paradeep from any nationalized bank from 10:00 AM dt. 05.08.2026 to 05:00 PM dt. 17.08.2026 during office hours. The quotation will reach to the undersigned on or before dt. 18.08.2026 upto 12.00 PM and the same will be opened on dt. 18.08.2026 at 01.00 PM in presence of the bidders or their authorized representatives if any in the chamber of the undersigned. The authority reserves the right to accept or cancel any or all quotations without assigning any reason thereof.


Executive Officer
Paradeep Municipality

Memo No. 4386 / Date 05-08-2026 /

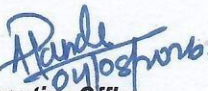
Copy to Office Notice Board for wide publication.

Copy forwarded to the Collector & District Magistrate, Jagatsinghpur/ ADM, Paradeep/ PPA, Paradeep/ PD-DUDA, Jagatsinghpur with a request to display the quotation call notice in their respective notice boards for wide publication


Executive Officer
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Copy to I & PR Department with a request to publish the news in one local daily news paper in one issue at (P.R rate) with minimum space and size for wide publication.


Executive Officer
Paradeep Municipality

TERMS AND CONDITIONS

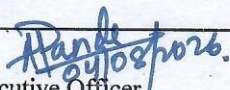
- 1 The details of bid documents (DTCN), specification, schedule, quantities and set of term & conditions is available in the Paradeep Municipality website i.e. www.paradeepmunicipality.in and also available in Municipality Office, Paradeep. The DTCN can be obtained from Municipality website or from office in person on payment of ₹1000.00 (Rupees one thousand) only towards cost of tender/ quotation documents in shape of Cash/ DD/ Bankers Cheque drawn on any Nationalized Bank in favour of the Executive Officer, Paradeep Municipality payable at Paradeep. Quotation without payment of paper cost shall not be accepted in any case and will be rejected summarily. The cost of tender/ quotation paper is not refundable. The terms and conditions as given in the tender/ quotation call notice No. 4385 / dt 05-08-2026 form an integral part of this detail tender call notice.
- 2 The bidder must be accompanied by EMD/ tender security amount of ₹10000.00 (Rupees ten thousand) only in shape of Cash/ DD/ Banker cheque drawn on any Nationalized Bank in favour of the Executive Officer, Paradeep Municipality payable at Paradeep.
- 3 The sale of tender documents start from 10:00 AM dt. 05.08.2026 to dt. 17.08.2026 up to 05:00 PM. Request for tender/ quotation documents through post will not be entertained.
- 4 The completed sealed tender/ quotation documents should reach the office of the Executive Officer, Paradeep Municipality, Paradeep on or before dt. 18.08.2026 up to 12:00 PM positively. The authority will not be responsible for any delay towards non receipt of tender/ quotation documents in time. The envelope containing tender documents should be superscripted with "SUPPLY OF OFFICE STATIONARY TO PARADEEP MUNICIPALITY" with tender/ quotation no & date, else tender will not be opened.
- 5 The tender/ quotation/ bid documents will be opened on dt. 18.08.2026 at 01:00 PM in the office chamber of the Executive Officer, Paradeep Municipality in presence of bidders or their authorised representatives if any who wish to attend. If office happens to be closed for any reason on the date for receiving/ opening of the tender as specified, then the tenders will be received/ opened in the next working day at the same time & venue.
- 6 The contract is valid for one calendar year. The material will be supplied through out the year as per the rate specified by bidder and approved by authority.
- 7 Payment to the successful bidder will be made after supply of materials on monthly/ quarterly basis as applicable.
- 8 Bidder should submit self attested copies of (i) PAN, (ii) GSTN (iii) Registration Certificate etc. along with the bid. Quotation without one or more of these documents are bound to be rejected.
- 9 GST should be mentioned separately.


 Executive Officer
 Paradeep Municipality

**Bill of Quantity for "SUPPLY OF OFFICE STATIONARY TO PARADEEP
MUNICIPALITY "**

Sl. No.	Items	Qty	Rate(Excluding GST)
1	2	3	4
1	A4 size 75 GSM Paper	1 Pkt	
2	A3 size 75 GSM Paper	1 Pkt	
3	Blue Ball Point Pen (Use & throw)	1 Pkt	
4	Black Ball Point Pen (Use & throw)	1 Pkt	
5	Red Ball Point Pen (Use & throw)	1 Pkt	
6	Green Pen (Special Purposes)	1 Pkt	
7	2 Sided Pen (Blue & Red)	1 Pkt	
8	Carbon Paper	1 Pkt	
9	Calculator	1 No.	
10	Stapler Big	1 No.	
11	Stapler Small	1 No.	
12	Stapler Pin (Small)	1 Pkt	
13	Stapler Pin (Big)	1 Pkt	
14	Pencil	1 Pkt	
15	Eraser	1 No.	
16	Cutter	1 No.	
17	Whitner	1 No.	
18	Tag	1 Bundle	
19	Steel Rule	1 No.	
20	Writing Pad	1 Pkt.	
21	Folder	1 No.	
22	Spiral Binding	Each	
23	Punch Machine	1 No.	
24	Double Punch Machine	1 No.	
25	White Towel	1 No.	
26	White Turkish	1 No.	
27	Paper Clip	1 Pkt.	
28	Paper Weight	1 No.	
29	Office Clock	1 No.	
30	Wall Paint	1 No.	
31	Paper Flag	1 Pkt.	
32	Cello Tape (Small)	1 Pkt.	
33	Cello Tape (Big)	1 Pkt.	
34	Lock & Key (Small Size)	1 No.	
35	Lock & Key (Big Size)	1 No.	
36	Thread	1 Bundle	
37	Needle	1 Pkt.	
38	Jau	1 Pkt.	
39	Register No. 06	1 No.	
40	Register No. 08	1 No.	

Sl. No.	Items	Qty	Rate(Excluding GST)
1	2	3	4
41	Register No. 10	1 No.	
42	Register No. 12	1 No.	
43	Register No. 14	1 No.	
44	Register No. 16	1 No.	
45	Register for Special Use	1 No.	
46	Highlighter	1 No.	
47	Refill (Blue)	1 Pkt.	
48	Refill (Black)	1 Pkt.	
49	Refill (Red)	1 Pkt.	
50	Thermo Flask (Milton)	1 No.	
51	Office Dust Bin	1 No.	
52	Cup & Plate	1 Set	
53	Elastic Band	1 Pkt.	
54	Gum (Small)	1 No.	
55	Gum (Big)	1 No.	
56	A4 size envelop	1 No.	
57	Regular size envelop	1 No.	
58	Cover File	1 No.	
59	Guard File	1 No.	
60	Room Freshner	1 No.	
61	Odonil	1 No.	
62	Handwash	1 Bottle	
63	Karpura	1 Kg	
64	Notebook	1 No.	
65	Stamp Pad	1 No.	
66	Ink	1 Bottle	
67	Permanent Marker (Small)	1 Pkt.	
68	Permanent Marker (Big)	1 Pkt.	
69	Exam Board	1 No.	
70	MB Book	1 No.	
71	Leaflet	1 No.	
72	Spoon	1 No.	
73	Plate	1 No.	

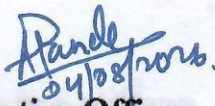

 Executive Officer
 Paradeep Municipality

OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP

QUOTATION SCHEDULE

Quotation Schedule for "SUPPLY OF OFFICE STATIONARY TO PARADEEP MUNICIPALITY"

- 1 Quotation Call Notice No: _____ dt. _____
- 2 Name & Address of the Quotationer : _____
- 3 Sale of Quotation Paper from dt. _____ to dt. _____
- 4 Last date of receipt of quotation with all documents : dt. _____ 2026 up to 12:00PM
- 5 Opening of Quotation : dt. _____ 2026 at 01:00 PM
- 6 Tender Paper Cost ₹1000.00 vide MR/ DD/ BC No. _____ / dt _____ /
- 7 EMD amount ₹10,000.00 vide MR/ DD/ BC No. _____ / dt _____ /


Executive Officer
PS Paradeep Municipality