



OFFICE OF THE BARIPADA MUNICIPALITY
BARIPADA, MAYURBHANJ- 757001

No. 2342 /

Date 03.06.2026 /

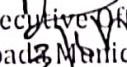
QUOTATION CALL NOTICE

Sealed quotation in plain paper for supply of stationery articles of this ULB are invited from the local intending suppliers. The quoted rate will be valid for the period one year from the date of award so that the order can be placed according to requirement from time to time as per the indent. The rate should be quoted inclusive GST and delivery to the Office. The details of the items list enclosed in Annexure-A. The terms and conditions of supply along with list of required items can be downloaded from district portal-www.mayurbhanj.odisha.gov.in from 03.06.26 to 09.06.2026.

The intending firms shall have to furnish copy of up to date GST Registration certificate, PAN card along with a sum of Rs.2000/- as EMD in shape of DD in favour of Executive Officer Baripada Municipality. The quotation in the above should be submitted on or before Dt-09.06.2026 up to 1.00 P.M. in the office of the Baripada Municipality, Mayurbhanj, Baripada which would be opened at 4.00 P.M. on the same day in presence of the quotationers or their authorised representatives.

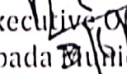
The undersigned reserves the right to reject of all quotations without assigning any reason thereof

Encl.-As Above


Executive Officer,
Baripada Municipality.

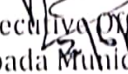
Memo No. 2343 /Dt- 03.06.2026

Copy forwarded to the O.L.C. Gen. & Misc., Collectorate, Mayurbhanj, Baripada/ P.D., D.R.D.A., Mayurbhanj/Sub-Collector, Baripada/ Block Development Officer, Baripada /Tahasildar, Baripada/ P.A.,I.T.D.A. Baripada/ D.I. & P.R.O., Baripada for information with a request to affix this quotation Call Notice in their respective Notice Board for wide publication.


Executive Officer,
Baripada Municipality.

Memo No. 2344 /Dt- 03.06.2026

Copy to the Office Notice Board, Baripada Municipality & directed to M.I.S. C.P. to upload the above Quotation Call Notice in district portal-www.mayurbhanj.odisha.gov.in for wide publication.


Executive Officer,
Baripada Municipality

LIST OF STATIONARY ARTICLES

Sl. No	Item Specification	Unit	Rate Inclusive GST
1	White Paper D/F (JK Brand/ Emami)	Per Ream	
2	RoR Paper (500 Sheet)	Per Packet	
3	Roller Paper Conquest (S/F good quality)	Per Ream	
4	Board File (Cloth Mounting)	Per Piece	
5	Cover File inside Cloth mounting	Per Piece	
6	Guard file Cloth binding 250 pages	Per Piece	
7	Single Side Carbon (Kores)	Per Packet	
8	Pencil Carbon (Kores)	Per Packet	
9	Double Side Carbon	Per Packet	
10	Branded A4 Copier Paper (White Colour)	Per Packet	
11	Branded A3 Copier Paper (White Colour)	Per Packet	
12	Branded A4 Copier Paper (Yellow Colour)	Per Packet	
13	Short hand Note Book (Oxford)	Each	
14	Pencil	Per 10 Piece	
15	Rubber (Eraser)	Each	
16	Use & throw Pen	Per 05 Piece	
17	Gel Pen	Per Piece	
18	Cotton Tag	Per Bundle	
19	Thread Ball	Per Piece	

Long Binding Register

Sl. No	Item Specification	Unit	Brand			Rate Inclusive GST		
1	Long Binding Register Size-4 No	Per Piece	Oxford	Lion	Peacock			
2	Long Binding Register Size-6 No	Per Piece	Oxford	Lion	Peacock			
3	Long Binding Register Size-8 No	Per Piece	Oxford	Lion	Peacock			
4	Long Binding Register Size-10 No	Per Piece	Oxford	Lion	Peacock			
5	Long Binding Register Size-12 No	Per Piece	Oxford	Lion	Peacock			
6	Long Binding Register Size-14 No	Per Piece	Oxford	Lion	Peacock			
7	Long Binding Register Size-16 No	Per Piece	Oxford	Lion	Peacock			
8	Long Binding Register Size-18 No	Per Piece	Oxford	Lion	Peacock			
9	Long Binding Register Size-20 No	Per Piece	Oxford	Lion	Peacock			
10	Long Binding Register Size-22 No	Per Piece	Oxford	Lion	Peacock			
11	Long Binding Register Size-24 No	Per Piece	Oxford	Lion	Peacock			
12	Long Binding Register Size-26 No	Per Piece	Oxford	Lion	Peacock			
13	Long Binding Register Size-28 No	Per Piece	Oxford	Lion	Peacock			
14	Long Binding Register Size-32 No	Per Piece	Oxford	Lion	Peacock			
15	Long Binding Register Size-34 No	Per Piece	Oxford	Lion	Peacock			
16	Long Binding Register Size-40 No	Per Piece	Oxford	Lion	Peacock			
17	Short Binding Register 128 Pages	Per Piece	Oxford	Lion	Peacock			
18	Short Binding Register 192 Pages	Per Piece	Oxford	Lion	Peacock			

Other Stationary items

1	Alpine 100 gram	Each Packet			
2	Stamp Pad Small	Each			
3	Stamp pad Big	Each			
4	Stamp Pad Ink (100 ml)	Each Bottle			
5	Envelope	10 x 4	11 x 5	14 x 12	
6	Gum Stick (Big Size)	Each			
7	Trace Paper A4 Size	Each Pocket (250 Sheet)			
8	Glass Tumbler (Good quality)	Each Piece			
9	Liquid Gum (100 ml)	Each Bottle			
10	Liquid Gum (200 ml)	Each Bottle			
11	Bodkin (Fuduni)	Each Piece			

12	Measuring Tap (steel 50Ft/15mtr)	Each	
13	MB Books(Oxford)	Each	
14	Paper Weight	Each Piece	
15	Waste paper basket (Net Dustbin)	Each	
16	Stapler No-10 (Kangaroo)	Each	
17	Stapler No-10 pin	Each Pocket	
18	Nylon Gadder	Per KG	
19	Stamp pad glycerine	Each Bottle	
20	Branded Calculator (10 digit)	Each	
21	Branded Calculator (12 digit)	Each	
22	Display Board	Each	
23	Fevicol 100 gram gum	Each Bottle	
24	Correction Fluid	Each	
25	Sticky Note Flag	Each	
26	Rubber	Each	
27	Pencil Cutter	Each	
28	Trimax Pen (Roller)/ Pilot V5 hi-Tech Point	Each	
29	Stapler HP-45P	Each	
30	Stapler Pin HP -24/6	Each	
31	Stick File	Each	
32	Permanent Marker Pen	Each	
33	CD/DVD marker pen	Each	
34	White Board marker pen	Each	
35	Highlighter	Each	
36	Cube Pad	Each	
37	Pen Stand (Good quality)	Each	
38	One hole Punch	Each	
39	Brown Tap (2")	Each	
40	Fly Leaf	Each	
41	Salu Cloth	Per Mtr.	
42	Pencil Battery	Each	
43	Remote Matt	Each	

CONDITIONS

1. The successful tenderer shall have to submit a written statement that he will supply the ordered goods within seven days from the issue of supply order during the year without fail throughout the FY in spite of hike the price of the stationary articles.
2. The A4 copier paper shall be 70 GSM JK brand & all other goods shall be branded quality.
3. The tenderer shall deliver the ordered goods to the store keeper of this Municipality.
4. Preference will be given to experience registered local supplier who have supplying to Govt. Offices and past experience in successful execution of works in Govt offices.
5. The supplier shall not transfer assign or sublet this present contract or any part thereof.
6. The selected supplier shall produce the bill after delivery of ordered goods.

Signature with Seal of Authorized Bidder

Place-

Date-

