



ZILLA PARISHAD, NAYAGARH
(Rural Housing Section)

QUOTATION CALL NOTICE

No. 646

Dated 09.02.2026

Sealed quotations are invited from the reputed and authorized manufacturers/ firms/ agencies/ dealer having valid GST registration number for "Supply of Office Stationaries, Computer Accessorises and Printing of IEC Materials" under Rural Housing Scheme of O/o- CDO-cum-EO, Zilla Parishad, Nayagarh, PIN-752070.

Details of Schedule of requirement of Items is attached as "Annexeture-A, B & C"

The detailed Quotation shall be received by the Office of the CDO-cum-EO, Zilla Parishad, Nayagarh-752070 from 09.02.2026 to 18.02.2026 at 5.00 PM. The Sealed Quotation should be received ONLY through Indian Speed Post/ Registered Post & the same will be opened at 5.30 PM on 18.02.2026 in the Office Chamber of CDO-cum-EO, Zilla Parishad, Nayagarh. The bidders or their authorized representative may remain present at the time of opening of the quotation failing which no complain/dispute in future shall be entertained.

This invitation for quotations is subjected to the terms and conditions appended below:

1. The quotations should be sent in Sealed Cover addressed to CDO-cum-EO, Zilla Parishad, Nayagarh-752070. The words "Supply of Office Stationaries, Computer Accessorises and Printing of IEC Materials under Rural Housing" must be prominently written on the top of the envelope containing the quotation.
2. The quotation should reach to this Office latest by 5.00 PM on dated 18.02.2026.
3. The Quotation will be opened on 18.02.2026 at 5.30 PM.
4. The contract shall be comprehensive and no extra charges will be admissible.
5. The order can be terminated by the undersigned at any time without assigning any reason thereof. If the work of the L1 bidder is found to be unsatisfactory, the undersigned will be at liberty to entrust the same to the next lowest bidder. In this connection, the decision of the undersigned shall be final and binding upon the bidder.
6. Payment will be made on successful completion of the work/supply of the items as per govt. procedure.
7. Quotation received after due date and time will not be accepted.

9. The undersigned reserves the right to reject any quotation in whole or in part without assigning any reason therefore.
10. Quotations that do not satisfy the terms and conditions are liable to be rejected summarily.
11. The quotation should be valid for one year from the date of issuance of Supply Order.
12. Quantity of the required items will be intimated later on.
13. Bidders are to quote the unit price including GST, Transportation & Installation.


CDO-cum-EO
Zilla Parishad, Nayagarh

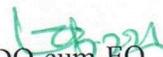
Memo No- 647 Date- 09.02.2026

Copy forwarded to the Addl. District Magistrate, Nayagarh/Sub-Collector, Nayagarh/All BDOs/All Tahasildar/All Executive Officers of ULBs/All CDPOs/All District Level Officers of Nayagarh District/All Line Dept. for information. They are requested to publish this quotation on their Notice Boards for wide publicity.


CDO-cum-EO
Zilla Parishad, Nayagarh

Memo No- 648 Date- 09.02.2026

Copy to DeGM, Nayagarh for information. He is requested to upload the same in the District website for wide publication.


CDO-cum-EO
Zilla Parishad, Nayagarh

QUOTATION FORM
(For IEC Materials)

| Rate Quoted | | | | |
|------------------|--|-----------------|----------------------------------|--|
| Item Name | Specification | Unit | Supply/Installation Point | Rate quoted including Tax, Transportation & Installation (In Rupees) |
| Banner/Flex | PVC Materials, 240 GSM, Multicolor with Eye Light Fitting | Per Square Feet | District, Block & GP Headquarter | |
| Poster | Size- A2, Print- Multi Color Print, Paper quality- Glossy 170 GSM | Per piece | District, Block & GP Headquarter | |
| Hoarding | Permanent hoarding structure with fixing of flex, supported by Iron angles. To be fixed at ground with cement concrete digging | Per Square Feet | District, Block & GP Headquarter | |
| Standee | PVC Materials, 240 GSM, Multicolor with Iron Pipe Stand | Per Square Feet | District, Block & GP Headquarter | |
| Sticker | Size- A2, Print- Multi Color Print, Paper quality- Glossy 170 GSM, Backside Pre Fixed Gum | Per piece | District, Block & GP Headquarter | |
| Leaflet (Color) | Size- A4, Print- Multi Color, Paper quality- 130 GSM | Per piece | District, Block & GP Headquarter | |
| Leaflet (B/W) | Size- A4, Print- Multi Color, Paper quality- 130 GSM Glossy , Both Side Print | Per piece | District, Block & GP Headquarter | |
| Pamphlet (Color) | Size- A4, Print- Black & White, Paper quality- 130 GSM | Per piece | District, Block & GP Headquarter | |

Date:

Signature of the Bidder with Stamp

QUOTATION FORM
(For Office Stationaries)

| Rate Quoted | | | |
|------------------------|---|-------------------|---|
| Item Name | Specification | Unit | Rate quoted including Tax, Transportation (In Rupees) |
| A4 Paper | Size: 210 mm×297 mm, 75 GSM | Pack of 500 sheet | |
| Legal Size Paper | Size: 21.5×34 cm, 75 GSM | Pack of 500 sheet | |
| Conference Jute Folder | Size- 28L x 12W x 4Th cm, having separate space for documents, notebook and Pen | Per piece | |
| Notebook | Size- A5, Cover Material- Poly, Pages- 70 to 80 | Per piece | |
| | Size- A5, Cover Material- Poly, Pages- 120 to 140 | Per piece | |
| Ball Pen | Ball pen with MRP Rs. 10.00 | Per piece | |
| | Ball pen with MRP Rs. 50.00 | Per piece | |

Date:

Signature of the Bidder with Stamp

QUOTATION FORM
(For Computer Accessories)

| Rate Quoted | | | |
|---------------------------|--|-----------|---|
| Item Name | Specification | Unit | Rate quoted including Tax, Transportation (In Rupees) |
| 78 A Compatible Cartridge | Yields up to 1,500 pages print and ensures crisp and retainable prints | Per piece | |
| 88 A Compatible Cartridge | Yields up to 1,500 pages print and ensures crisp and retainable prints | Per piece | |
| 12 A Compatible Cartridge | Yields up to 1,500 pages print and ensures crisp and retainable prints | Per piece | |
| 30 A Compatible Cartridge | Yields up to 1,500 pages print and ensures crisp and retainable prints | Per piece | |
| Antivirus Software | 1 User, 1 Year, Total Security, First Protection with digital identity, data, webcam and microphone guarded at all times | Per piece | |

Date:

Signature of the Bidder with Stamp