



ZILLA PARISHAD, NAYAGARH  
(Rural Housing Section)

QUOTATION CALL NOTICE

No. 1311

Dated 02.04.2026

Sealed quotations are invited from reputed and authorized manufacturers/firms/ agencies/ dealers having a valid GST Registration Number for the "**Supply of Office Stationery & Computer Accessories**" under the Rural Housing Scheme of the Office of the CDO-cum-EO, Zilla Parishad, Nayagarh.

The detailed schedule of required items is attached as **Annexure-A & B**.

The detailed quotation shall be received in the Office of the CDO-cum-EO, Zilla Parishad, Nayagarh-752070 from **02.04.2026 to 15.04.2026 up to 11:00 AM**. The sealed quotations shall be submitted **only through Indian Speed Post**. The quotations will be opened at **11:30 AM on 15.04.2026** in the office chamber of the CDO-cum-EO, Zilla Parishad, Nayagarh. The sealed envelope must be clearly superscribed with "**Supply of Office Stationery & Computer Accessories under Rural Housing**", failing which, the quotation shall be liable for rejection.


The bidders or their authorized representatives may remain present at the time of opening of the quotations, failing which **no complaint or dispute shall be entertained in future**.

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

1. The quotation must reach this office on or before **11:00 AM on 15.04.2026**. Quotations received after the due date and time will not be accepted.
2. The quotations will be opened on **15.04.2026 at 11:30 AM** in the chamber of the CDO-cum-EO, Zilla Parishad, Nayagarh. The bidders or their authorized representatives may remain present at the time of opening. No complaints/disputes will be entertained later if they remain absent.
3. The bidders shall submit a **non-refundable application fee of ₹1,000/- (Rupees One Thousand only)** in the shape of a Demand Draft drawn in favour of **CDO-cum-EO, Zilla Parishad, Nayagarh**, payable at Nayagarh, along with the quotation.
4. The contract shall be **comprehensive in nature**, and no extra charges shall be admissible.
5. The undersigned reserves the right to **terminate the order at any time without assigning any reason**. If the work/supply of the L1 bidder is found unsatisfactory, the undersigned may entrust the work to the next lowest bidder. The decision of the undersigned shall be final and binding.


*(Handwritten signature)*

6. Payment will be made **after successful completion of the supply/work**, as per Government procedures.
7. Any quotation received after the stipulated date and time shall be **rejected outright**.
8. The undersigned reserves the right to **accept or reject any quotation, either in whole or in part, without assigning any reason**.
9. Quotations that do not satisfy the above terms and conditions are liable to be **rejected summarily**.
10. The quotation shall remain **valid for a period of one year** from the date of issuance of the Supply Order.
11. The **quantity of required items** will be intimated later, as and when required.
12. The bidders must quote the **unit price inclusive of GST, transportation, and installation charges**.

  
CDO-cum-EO  
Zilla Parishad, Nayagarh


Memo No- 1312 Date- 02.04.2026

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-1313 Date- 02.04.2026

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 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

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**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

