

**GOVERNMENT OF ODISHA**  
**PLANNING AND CONVERGENCE DEPARTMENT**

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No. 11189 /P., Bhubaneswar, dated 23rd, September, 2021  
OE-II-(C)-21/17

**QUOTATION CALL NOTICE**

Sealed Quotation in plain paper/ letter pad in the prescribed format appended herewith is invited from the intending Registered Firms/ Suppliers located at Bhubaneswar having valid GSTIN for supply of Name plate, Rubber Stamp, Visiting card etc. for official use in P & C Department with the following conditions-

1. The Quotationer shall have to quote the price of the articles and CGST/SGST separately as per the format enclosed herewith.
2. The Quotation must reach the undersigned latest by **Dt.05.10.2021 upto 5.00 P.M.** along with the following documents-
  - (a) Copy of GST registration certificate
  - (b) Self Declaration as to have never been black listed by any Govt./ PSU or Large corporate for supply of the above items.
3. Quotations received incomplete or after the schedule date and time shall be summarily rejected.
4. The Department shall not be responsible for any delay including postal delay in submission of the quotation after the scheduled date and time.
5. The quotation shall be opened in the Department on **Dt.07.10.2021 at 4.30 P.M.** in the presence of members of the Purchase Committee of this Department.
6. The price offered by the successful bidder will remain valid for a period of one year from the date of acceptance of the Quotation or further period as decided by the Purchase Committee.
7. The undersigned reserves the right to reject the 'Quotation Call Notice' at any time without showing any reason thereof.

Sri P. C. Sahoo, Under Secretary to Govt., P&C Deptt. (Mobile No-9437307083) may be contacted for any further clarification on the Quotation Call Notice.



Under Secretary to Government

FORMAT FOR OFFER

Name and Complete Address of the Firm:

GSTIN:

Sl. No.	Item	Unit Price (in Rupees)	CGST	SGST	Total Price	Remark
1	Name plate with Stickers Charge (Size 10" x 6")					
2	Name plate, Imported acrylic sheet & stickers charges. (16" x 8")					
3	Name plate, Imported acrylic sheet photo framing (18" x 9") & stickers charges.					
4	Polymer Rubber Stamp per line.					
5	2D & 3D Name board imported acrylic sheet thickness-5mm, Base-black & Boarder & Letter Golden colour, mirror nut bolt fitting, size= 12" x 18" (including material, design & fitting charges for Odia & English language together)					
6	Visiting Card					
7	Letter head					

*Jab*  
23.09.21

Under Secretary to Government

Memo No. 11190(40)/P., Bhubaneswar, dated 23/09/2021

Copy forwarded to all Departments with a request to display in their 'Notice Board' for wide publicity/ Notice Board of P&C Department.

*J.W.*  
23.09.21

Under Secretary to Government

Memo No. 11191/P., Bhubaneswar, dated 23/09/2021

Copy forwarded to Head, State IT Portal with a request to display the quotation in the website for wide publication.

*Jab*  
23.09.21

Under Secretary to Government