



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE :
JAGATSINGHPUR**

No. 2010 / Emg. Dt. 20 / 01 / 2026

QUOTATION CALL NOTICE

Sealed quotation in plain paper/ letter pad are invited from intended Registered firms/authorized dealers/suppliers and agencies for supply of the following stationeries for the Training programme on Disaster Risk Reduction including Search and Rescue & First Aid for Village level task force volunteers in Non Shelter villages.

Sl. No.	Name of the materials	Total No. required	Rate to be quoted for
1	2	3	4
1	Pen (Blue), Writing Pad, Pencil, Cutter, Eraser, Scale, Certificate (Glossy paper)	1000	One Set

The Quotation should be submitted in a sealed envelope super scribed in as “**Quotation for supply of Stationary articles**” containing the quotation and must be delivered to the District Emergency Section, Collectorate, Jagatsinghpur on or before **28.01.2026 by 5.00 P.M.** through Registered Post / Speed Post of Indian Postal Deptt. or dropped in the assigned box at the District Emergency Section, Collectorate, Jagatsinghpur. No other mode of delivery shall be accepted. The quotation received after the stipulated date & time shall not be entertained. The quotations will be opened on 29.01.2026 at 11.30 A.M. in the office chamber of the Additional District Magistrate (Revenue), Jagatsinghpur in presence of members of Purchase Committee and the quotationers or their authorized representatives. The intended Registered firms/authorized dealers/suppliers/agencies may ascertain the specification of the items in the District Emergency Section, Collectorate, Jagatsinghpur during office hours. The tender published in District website “ <https://jagatsinghpur.odisha.gov.in/> ”

TERMS AND CONDITIONS OF THE QUOTATION CALL NOTICE.

- (1) The Intending Quotationer must be bonafide registered body having valid GST Registration No. and valid PAN Card. Self attested photo copy of the GST registration certificate and PAN card should be attached.
- (2) The Intending Quotationer shall have to furnish their offer (rate) of the items as detailed in the table. The rate should be inclusive of GST and all other charges.

- (3) The Supplying Agency must not have been blacklisted by any Govt. organization. (Attach declaration in Stamp Paper of Rupees Ten).
- (4) The price quoted by the bidders shall be valid for the period of one year from the date of finalization of the quotation.
- (5) Samples of each material should be submitted before the purchase committee at the time of opening of quotation for verification of quality.
- (6) The required quantity of materials needs to be delivered in the District Emergency Section, Collectorate, Jagatsinghpur by the selected supplier within 02 (Two) days from the date of receipt of supply order. The transportation, loading and unloading charges are to be borne by the selected supplier.
- (7) The quotationer is required to **deposit non-interest bearing earnest money of Rs.5000/- (Rupees Five thousand) only** in shape of Account Payee Demand Draft in favour of the Collector, Jagatsinghpur payable at Jagatsinghpur which will be refunded to the unsuccessful quotationer on the day of finalisation of quotation. The EMD of the successful quotationer will be refunded only after satisfactory performance of supply.
- (8) On delivery, the products shall be inspected to ascertain the quality/specification for which the order was placed. If fails to qualify the quality, the supply order may lead to cancellation.
- (9) Failure to supply the order in full within the stipulated period from the date of issue of supply order amounts to cancellation of order automatically and forfeiture of EMD.
- (10) If any dispute arises, the matter shall be referred to purchase committee for settlement of dispute.
- (11) The quotations received in incomplete form or after the scheduled date & time shall be summarily rejected.
- (12) The authority reserve right to reject any or all the quotations without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.


**Collector & District Magistrate
Jagatsinghpur**

Memo No. 2011 / **Emg. Dt.** 20 / 01 / 2026

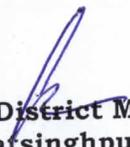
Copy to the District Office Notice Board, Collectorate Jagatsinghpur for wide publicity.

Copy forwarded to the CDO-cum-EO, Zilla Parishad, Jagatsinghpur/Sub-Collector, Jagatsinghpur/ All Tahasildars/ All B.D.Os/Executive Officer, Jagatsinghpur / Paradeep Municipality/ Assistant Collector, Nizarat, Jagatsinghpur with a request to disseminate the quotation call notice for wide publicity.


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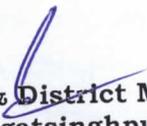
Memo No. 2012 / **Emg. Dt.** 20 / 01 / 2026

Copy forwarded to the D.I.O., NIC. Jagatsinghpur for information. He is requested to upload it in the District Web site for information of general public.


**Collector & District Magistrate
Jagatsinghpur**

Memo No. 2013 / **Emg. Dt.** 20 / 01 / 2026

Copy forwarded to the all Members of Purchase Committee for information and necessary action.


**Collector & District Magistrate
Jagatsinghpur**