



**OFFICE OF THE ROURKELA MUNICIPAL CORPORATION**  
**UDITNAGAR, ROURKELA, ODISHA-769012**

E-mail ID: rourkelamunicipality@gmail.com

No. 4175

Date: 17/04/23

**Tender Call Notice for Printing & Supply of Forms and Registers**

Sealed Tenders are invited from the intending Firms/ Agencies for "**Printing & Supply of Forms and Registers**" to Rourkela Municipal Corporation. The bid format is attached as Annexure. The rates will be valid for one year and procurement will be made in phased manner during the year from time to time as per requirement. The agency should quote the rate in the prescribed format and must submit along with photocopies of valid GST registration certificate with goods supply details, PAN Card and Tender Paper Cost of Rs.4480/- including of GST (Non-refundable) in shape of DD in favour of "Commissioner, Rourkela Municipal Corporation" Payable at Rourkela failing which the Tender of the bidder will be rejected outrightly. The bids will be deposited in the Tender Box/ Regd. Post/ Speed Post/ Courier to the undersigned on or before 25.04.23 up to 11.00 AM super-scribed on cover as "**Tender for Printing & Supply of Forms and Registers**". The Bids will be opened on the same day at 12.30 PM in presence of the Bidders or their authorized representatives who wish to attend. Authority will not be responsible for any delay in receipt of Bids and the same will not be accepted. The undersigned reserves the right to reject / cancel any or all the Bids at any time without assigning any reason thereof. The Details of Tender Paper may be downloaded from RMC website: rmc.nic.in.

Commissioner

Rourkela Municipal Corporation

Memo No. 4176

Date: 17/04/23

Copy to Office Notice Board/ MIS, RMC for general information to public.

Commissioner

Rourkela Municipal Corporation

Memo No. 4177

Date: 17/04/23

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above mentioned notice in One highly circulated Odia daily newspaper on 18.4.23. The font size should be 8 Points and rate should be as per I&PR.

Commissioner

Rourkela Municipal Corporation

**TENDER SCHEDULE FOR PRINTING FORM AND REGISTER OF ROURKELA MUNICIPAL CORPORATION.**

Tender Call Notice No. \_\_\_\_\_

Dt. \_\_\_\_\_

Paper Issued To \_\_\_\_\_

M.R.No. \_\_\_\_\_

Dt. \_\_\_\_\_

Sl.No.	Specification of Item	Unit	Rate in Figure	Rate in Wards	Remarks
1	2	3	4	5	6
1	Tax Collector Daily Collection Register for Holding Tax (Form No.K(Rule-192)	1 Register (200 Pages)			
2	Tax Collector Daily Collection Register for Shop Rent (Rule-171)	1 Register (100 Pages)			
3	Holding Tax Receipt Book	1 Book (each 150 pages)			
4	Miscellaneous Receipt Book (From No.XXXIV(Rule-157)	1 Book (each 100 pages)			
5	Printing of Letter Head 1/5 size in name	1 Pad (100 sheet)			
6	Small Size Letter Head 1/16 size same as Sl.No.1	1 Pad (100 sheet)			
7	A-4 size paper printing (single side)	1 page			
8	A-3 size paper printing(single side)	1 page			
9	A-4 size paper colour printing(single side)	1 page			

10	A-3 size paper colour printing(single side)	1 page				
11	A-4 size paper both side printing	1 page				
12	A-3 size paper both side printing	1 page				
13	A-4 size paper both side colour printing	1 page				
14	A-3 size paper both side colour printing	1 page				
15	Visiting card with Sur name printing	100 nos				
16	Salary Bill Register (Form No.IX (Rule-197)	Each register (100 pages)				
17	Index Register APPENDIX-F- (Form No.III)	Each register (100 pages)				
18	Log Book APPENDIX-F(Form No.183)	Each register (100 pages)				
19	Salary Pay slip with Counter Foil	Each Book 50 pages				
20	Register of Letter Received APPENDIX-F-(Form No.1) with Board Binding	Each register (100 pages)				
21	Register of Letter Issued No.16,See Para-15 of Odisha Record Mannual 1964 with Board Binding	Each register (500 pages)				

22	Contractor Certificate (Form No.W-IV,Rule-343)	Each register (500 pages)			
23	Toll Tax Receipt Book @ Rs.5.00/Rs. 10.00 printed in each Receipt in original and Duplicated	Each Book 50 pages			
24	Note sheet of Rourkela Municipal Corporation in Maplitho paper	Each pad 100 pages			
25	Demand Notice (Form-O) U/s. 161 of O.M.Act 1950	Each pad 100 pages			
26	Carriage Tax Receipt Book (Form No. XXX(Rule-154) U/S. 157 of OM Act XXIII, 1950	1 book (each 100 pages with Duplicate with Each Book 100 pages			
27	Bill Abstract Form (Scheduled -XXV IIS)	Each Book 100 pages			
28	Office Fly Leaf of Rourkela Municipal Corporation printed in Green Colour Paper in Black Letter	1 nos			
29	General Case Records printing in Yellow colour paper in Blue Letter	Each pad 100 pages			
30	Rubber stamp of Municipal Commissioner (self ink)	1 nos			
31	Flex Board with printing for inside office size 2"x1'	1 nos			
32	Subsidiary Vash Book (Form No.V(A) (Rule-128-A)	1 Register (100 pages)			
33	Cash Book (Form No.XIV(Rule-125)	1 Register (100 pages)			
34	Register of Bill (Form No.VII	1 Register (100 pages)			

35	Abstract Register of Expenditure Form No. XV(Rule-129)	1 Register (100 pages)				
36	Abstract Register of Receipt Form No. XV(Rule-129)	1 Register (100 pages)				
37	Marriage Certificate (Rule-3 Hindu Marriage Register)	100 sheet				
38	Marriage register	1 Register (200 pages)				
39	Attendance Register	1 Register (100 pages)				
40	Utilization Note of Material	150 page with Triplicate with Sl No				
41	Issue Note	150 page with Triplicate with Sl No				
42	Indent Note	150 page with Triplicate with Sl No				
43	Register of Grants for Accounts	1 Register (100 pages) Sl No				
44	Voucher Form Schedule XXVIII	100 sheet				
45	Application Form for Birth Certificate	100 sheet				
46	Application Form for Death Certificate	100 sheet				
47	Service Book Printing in Legal Paper	1 book				



48	Stock register Printing in Legal Paper	1 Register (200 pages)				
49	Treasury Challan	100 sheet				
50	Form of Madhu Babu Pension Yojana	100 sheet				
51	Demand Collection Register of Shop Establishment	1 Register (200 pages)				
52	Register of Collection of Holding Tax	1 Register (200 pages)				
53	Name Plate	per letter				
54	Incumbency chart writing	per letter				
55	Sanitizer Regiser for Door to Door Collection (ledger paper)	200 pages				
56	DAV Pond Receipt Book (Adult) on Yellow colour print	100 nos				
57	DAV Pond Receipt Book (Child) on Pink colour print	100 nos				
58	Sensory Park Receipt Book (Adult) on Yellow colour print	100 nos				
59	Sensory Park Receipt Book (Child) on Pink colour print	100 nos				
60	Challan Book (Mo Khata)	100 nos				

No. of Correction in Figure

No. of Correction in Words

No. of Overwriting in Figure

No. of Overwriting in Words

Certificate enclosed

  
Municipal Commissioner,  
Rourkela Municipal Corporation

Signature of Tenderer

Date:-