



DESIGNED TO EXCEL

ODISHA CONSTRUCTION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD. OFFICE : UNIT -VIII, GOPABANDHUNAGAR

BHUBANESWAR - 751 012 (ODISHA)

PHONES (EPABX)

0674 : 2562020

2562118

2562068

2562246

FAX : 2561880

2560028

2562707

GRAM : ORICON

E.mail: theoccltd@odi

shaconstruction.com

Website: www.odisha-

construction.com

No.OCC.S.160/96 (Vol-IV) / 111902VE

Dt. 02.11.2020

QUOTATION CALL NOTICE

Sealed quotations in plain paper are invited from the proprietors of local presses for printing and supply of items indicated in the Annexure. The rates quoted should be inclusive of all taxes as applicable and F.O.R. at Registered office of the Corporation at Unit-8, Gopabandhunagar, Bhubaneswar-751012.


The sealed quotation should reach the office of the undersigned by 09.11.2020.

The quotations received will be opened on 09.11.2020 at 4:00 P.M in presence of the proprietors of the firms or their authorized representatives.

The sample copy of the items can be inspected in the Secretarial & HRD Section of Head Office of the Corporation at Unit-8, Gopabandhunagar, Bhubaneswar during office hours on working days.

The authority reserves the right to accept or reject any/ all quotations without assigning any reason thereof.

Encl: Annexure

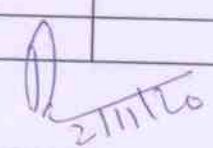

COMPANY SECRETARY

CC to: Notice Board/ OCC Website. ✓

ANNEXURE-I

List of Printed items required for the year 2020 - 21.

| Sl. No. | Form No. | Particulars of Forms & Books of Accounts | Requirement | Unit rate in (Rs.) | Amount in (Rs) | Remarks. |
|---------|----------|---|-------------|--------------------|----------------|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | FA-01 | Cash/Bank Receipt Voucher(Project) | 300 Pads | | | |
| 2 | FA-02 | Cash/Bank Payment Voucher(Project) | 300 Pads | | | |
| 3 | FA-03 | Journal/Contra Voucher(Project) | 300 Pads | | | |
| 4 | FA-11 | Cheque Issue Register(Project) | 50 Nos. | | | |
| 5 | FA-16 | G.I.Note {G.I.(A)} Sl.No.8501 | 100 Nos | | | 8501 to onwards |
| 6 | FA-32 | Main Bank Receipt Voucher,Head Office | 200 Pads | | | |
| 7 | FA-33 | Main Bank payment Voucher,Head Office | 200 Pads | | | |
| 8 | FA-34 | Journal/Contra Voucher,Head Office | 100 Pads | | | |
| 9 | FA-50 | Log Book (100 pages) | 100 Books | | | 150 Pages |
| 10 | FA-61 | Quantity Register | 20 Nos | | | |
| 11 | | Note Sheet | 300 Pads | | | |
| 12 | | File Board (Small) | 400 Nos. | | | |
| 13 | | Measurement Book Sl.No.13921 | 2000 Nos. | | | 13921 onwards |
| 14 | FA-68 | Dak Despatch Register(300 Pages) | 15 Nos. | | | |
| 15 | FA-69 | Dak Receipt Register(300 Pages) | 15 Nos | | | |
| 16 | FA-73 | Service Book(Regular) | 200 Nos. | | | |
| 17 | FA-77 | Visitor Book | 15 Nos. | | | |
| 18 | FA-81 | Fly Leaf(Finance -1500 nos, General-500 Nos.& Civil-2000 Nos.) | 4000 Nos | | | |
| 19 | | File Board (Big size) Final | 200 Nos. | | | |
| 20 | | Lece File (Final Accounts) Blue Colour | 850 Nos. | | | |
| 21 | | Register No.4 | 50 Nos. | | | |
| 22 | FA-83 | Register No.6 | 100 Nos. | | | |
| 23 | FA-84 | Register No.8 | 100 Nos. | | | |
| 24 | FA-85 | Register No.10 | 100 Nos. | | | |
| 25 | FA-86 | Register No.12 | 50 Nos. | | | |
| 26 | | Register No.16 | 30 Nos. | | | |
| 27 | FA-89 | Register No.20 | 50 Nos. | | | |
| 28 | | Register No.40 | 10Nos | | | |


 COMPANY SECRETARY