

OFFICE OF THE  
**NOTIFIED AREA COUNCIL, ATHAGARH**

CUTTACK, ODISHA, PIN-754029

Tel No:-06723-220369 Mail ID-athgarhnac@rediffmail.com

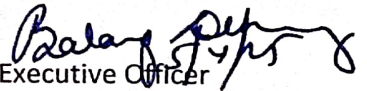
No. 7.09.....

dt. 05.4.2025.....

**QUOTATION CALL NOTICE**

The Executive Officer, NAC, Athgarh invites sealed quotation from the intending registered firms/ suppliers having GST Registration Certificate and PAN towards supply of the following forms and receipt books for the period 2025-2026. The quotationer should quote their rates for following each item of forms & receipt books including cost, conveyance, delivery charges with all taxes etc. The quotations should reach the office of the undersigned from dt.09/04/2025 to 19/04/2025 during the office hour i.e from 7.30 AM to 2.00 PM. The quotation will be opened on 21/04/2025 at 11.00A.M in the office of the undersigned in presence of the quotationers or their authorized agent. In absence of the both, quotation can be opened.

The undersigned reserves the rights to accept or reject any quotations without assigning any reason thereof. The quotationers should mention on the envelop "Quotation for Printing of Forms and Receipt Book" etc.

  
Executive Officer  
Athgarh, NAC

**Requirement of Forms & Receipt Books for the year 2025-2026**

Sl. No.	Name of the Forms & Receipt Books	Size/ Quality	Requirement	Unit	Rate to be Quoted	Remarks
1.	Holding Receipt Book	1/6 size Demei 3 copies	5000 pages	50 books (containing 100 pages each)		
2.	Salary Book Form	17/27/2 conquest paper	500 pages	5 books containing 100 pages each		
3.	Accountant Cash Book Form	17/27/2 conquest paper	500 pages	-do-		
4.	Cashier Subsidiary Book Form	17/27/2 conquest paper	500 pages	-do-		
5.	Cashier Daily Cash Book Form	17/27/2 conquest paper	500 pages	-do-		
6.	Annual Receipt Register form	17/27/2 conquest paper	200 pages	2 Register containing 100 pages each		
7.	Annual Expenditure Register (Accounts) form	17/27/2 conquest paper	200 pages	-do-		
8.	Demand collection	DC/2 conquest	500 pages	5 Register		



9.	Letter Issue Register	17/27/2 conquest paper	500 pages	5 Register containing 100 pages each		
10.	Letter Receive Register form	17/27/2 conquest paper	500 pages	-do-		
11.	Daily Collection Register form	17/27/2 conquest paper	1000 pages	10 Register containing 100 pages each		
12.	Index Register Form	17/27/2 conquest paer	500 pages	5 Register containing 100 pages each		
13.	Fly Leaf (plain)	Card board half	1000 nos	1000 nos.		
14.	Fly Leaf (Special)	Card Board With half Cloth	500 nos	500 nos		
15.	Note Sheet	17/27/2 conquest paper	2000 nos	2000 nos.		
16.	Grant Register Form	17/27/2 conquest paper	100 pages	1 Register containing 100 pages		
17.	Stock Register Form	17/27/2 conquest paper	500 nos	5 Register containing 100 pages each		
18.	Monthly Receipt Register Form	17/27/2 conquest paper	200 pages	2 nos		
19.	Monthly Expenditure Register Form	17/27/2 conquest paper	100 pages	1 nos		
20.	Monthly Adjust Register Form	17/27/2 conquest paper	100 pages	1 nos		
21.	Miscellaneous Receipt Book	1/12 Size deme 2 copies	5000 pages	50 books containing 100 pages each		
22.	Grant in Aid Form	17/27/2 conquest paper	100 pages	1 nos		
23.	Log Book Form	17/27/2 conquest paper	500 pages	5 books containing 100 pages each		
24.	Contractor Certificate Form	17/27/2 conquest paper	1000 nos	10 books containing 100 pages each		
25.	'Y' form	17/27/2 conquest paper	500 pages	5 form containing 100 pages each		
26.	Demand Collection Register	17/27/2 conquest paper	1000 pages	10 Register containing 100 pages each		
27.	Holding Assessment Notice form	17/27/8 conquest paper	2000 nos	20 books containing 100 pages each		
28.	Holding Assessment Order Sheet form	17/27/4 conquest paper	2000 nos	20 order sheet containing 100 pages each		
29.	Attendance register form	17/27/4 conquest paper	500 pages	5 register containing 100 pages each		
30.	Cash Book form	17/27/2 conquest paper	600 pages	2 books containing 300 page each		
31.	Demand Register form	17/27/2 conquest paper	200 pages	2 register containing 100 page each		



32.	Check received register form	17/27/2 conquest paper	500 pages	5 register containing 100 pages each		
33.	Work Register form	17/27/2 conquest paper	500 pages	2 register containing 250 pages each		
34.	Tender Register form	17/27/2 conquest paper	500 pages	2 register containing 250 pages each		
35.	Harish Chandra Sahayata Order form	17/27/4 conquest paper	500 pages	5 book containing 100 pages each		
36.	MBPY/IGNOAP Acutance Roll form	17/27/4 conquest paper	2500 pges	21 register containing 100 pages each		
37.	MBPY/IGNOAP Application form	17/27/4 conquest paper	1000 pages	10 book containing 100 pages each		

Memo No. 710. (08) dt. 05. 4. 2025

Copy submitted to the Collector & District Magistrate, Cuttack/ Project Director, DUDA Cuttack/ Sub-Collector, Athgarh/ Asst. Executive Engineer, R&B Division, Athgarh/ SDPO, Athgarh/ Tahasildar, Athgarh/ BDO, Athgarh/ SDIPRO, Athgarh for favour of kind information and requested to display in the office notice board for wide publication.

*Balajy*  
Executive Officer  
Athgarh, NAC

Memo No. 711. (C2) dt. 05. 04. 25

Copy to the Notice Board/Athgarh NAC website i.e. [www.athgarhnac.in](http://www.athgarhnac.in) for information of the general public.

*Balajy*  
Executive Officer  
Athgarh, NAC