

**DISTRICT OFFICE, JHARSUGUDA  
(Nizarat Section)**

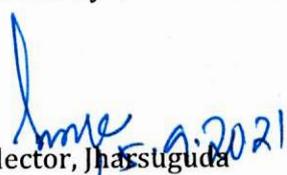
No 10505 /Niz,dt. 16 .09.2021

Sealed quotation are invited from the authorised reputed firms having valid GST number & trade licence for annual contract for refilling of toner cartridge of Printer, minor repair of Desktop & Printer alongwith accessories and formatting of Computers used in Collectorate, Jharsuguda. The sealed quotation shall have to be submitted in favour of Collector, Jharsuguda in the format attached herewith.

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

**Terms Condition**

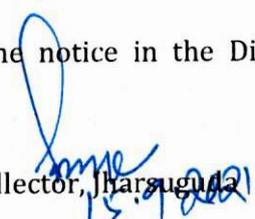
1. The quotation completed in all respect should reach the undersigned through speed post/ Regd.post addressed to Collector, Jharsuguda on or before 30.09.2021 by 4.00 PM and shall be open on the same day at 4.30.PM. It can also be put in the tender box kept in the office chamber of Dy.Collector,Nizarat, Collectorate, Jharsuguda.
2. However, the Collector, Jharsuguda will not to be the responsible for postal delay to the receipt of the quotations beyond schedule date and time.
3. The order for execution of work will be placed as per requirement and shall be executed within 48 hours.
4. Approximate nos of works have been worked out basing upon the works executed during the last year which is changeable as per actual requirements during the current year.
5. The quotationer should submit their valid documents relating GST,PAN experience if any.
6. The payment will be released within 15 days after submission of bills with duly certified about the completion of the work by the concerned dealing assistant/Officer of the Section.

  
Collector, Jharsuguda

Memo No. 10506 / Niz dt. 16.09.2021

Copy to Notice Board of Collectorate, Jharsuguda/ Notice Board of all Dist. Level Officer for wide publication.

Copy to DIO,NIC,Jharsuguda for uploading the notice in the District website.

  
Collector, Jharsuguda

## FORMAT

1. Name of the applicant :
2. Address :
3. PAN/TAN Nos (copy enclosed) :
4. GST No (copy enclosed) :
5. Trade licence (Copy enclosed)
6. Past Experience :
7. Bid Price :

| Sl.No | Name of the works  | Number of articles to be covered under this quotation. | Nos of works executed last year.( it is for reference purpose only) | Per unit cost to be quoted by the quotationer. |
|-------|--|--|---|--|
| 01    | Refilling of Toner cartridge   | 34 nos   | 41  |  |
| 02    | Formatting of computer   | 36 nos   | 02  |  |
| 03    | Annual maintenance costs for minor repair of Desktop, Printer & UPS alongwith accessories. | Desktop- 36<br>Laptop- 04<br>UPS- 36                   | 24  |  |

Signature of the Quotationer