



## DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, JHARSUGUDA

[At. Collectorate Campus, Jharsuguda. Po. OMP Line, Dist. Jharsuguda, Pin. 768204]  
Phone No. 06645-274468 (O), E-mail: dpcjharsussa.opepa@nic.in



Letter No. 1780/mis/21

Dtd. 30.10.21

### SHORT QUOTATION CALL NOTICE

Sealed quotations are invited for supply of Cannon original toner cartridge & different Computer Consumables, respectively for one year from the date of empanelment to District Project Office, RTE, Samagra Shiksha, At- Collectorate Campus, Jharsuguda.

The interested Firm / Supplier/ Agency/Organization having valid GST for supply of items (as per Annexure-"A") may submit their quotation on or before **08.11.2021 by 5.00 P.M** positively through registered/speed post only. The sealed quotations will be opened on **09.11.2021 at 11.00 AM**. The interested bidders may download the details of Annexure-"A", other terms and conditions from Office website i.e. <http://Jharsuguda.nic.in> of Jharsuguda District. The bidders are requested to remain present at the time of opening of quotation.

Encl: As above

*29.10.2021*

District Education Officer-cum-DPC,  
SS, Jharsuguda

Memo No 1781/mis/21 Dtd. 30.10.21

Copy submitted to the District Informatics Officer, Jharsuguda for kind information and requested to publish the Quotation Call Notice in the District website.

*29.10.2021*

District Education Officer-cum-DPC,  
SS, Jharsuguda

Memo No 1782/mis/21 Dtd. 30.10.21

Copy to notice board of Collector, Jharsuguda/District Education Office/Block Education Offices/ DRDA/DPO for kind information wide circulation.

*29.10.2021*

District Education Officer-cum-DPC,  
SS, Jharsuguda

**INVITATION OF QUOTATION FOR SUPPLY OF CARTRIDGES & DIFFERENT  
COMPUTER CONSUMABLES USED IN THIS OFFICE**

1. Sealed quotations are invited for supply of cartridges & different Computer Consumables, respectively for one year from the date of empanelment to District Project Coordinator, RTE, Samagra Shiksha, At- Collectorate Campus, Jharsuguda.

The interested Firm / Supplier/ Agency/Organization having valid GST for supply of items (as per Annexure-"A") may submit their quotation on or before **08.11.2021 by 5.00 P.M** positively through registered/speed post only. The sealed quotations will be opened on **09.11.2021 at 11.00 AM**. The interested bidders may download the details of Annexure-"A", other terms and conditions from District website [www.Jharsuguda.nic.in](http://www.Jharsuguda.nic.in) .

**TERMS & CONDITIONS OF THE TENDER:**

**2. Bid Price**

- a) The rates quoted by the bidder shall be fixed for the duration of the contract and Shall not be subject to adjustment on any account.
- b) The Prices should be quoted in Indian Rupees only.
- c) GST and any other local taxes should be clearly mentioned separately in terms of percentage and amount.

**3.1. Eligibility Criteria of the Bidder:**

The bidder shall furnish the following documents to establish the bidder's eligibility. Absence of the following items will be out rightly rejected and same will be treated as non-responsive bid.

- a) Self Attested photocopy of Firm / Supplier/ Agency/Organization registration certificate
- b) Self Attested photocopy of PAN Number
- c) GST Registration Certificate.
- d) Price Bid in the prescribed format (Annexure-"A") duly signed
- e) Affidavit (in Original)
- f) Valid Authorization Certificate

- 3.2. Quotation received late and incomplete will not be considered. The bidder should Sign and stamp each page of the tender document.
- 3.3. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this organization will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- 3.4. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- 3.5. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- 3.6. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- 3.7. The prices quoted should be inclusive of all taxes, transportation cost and installation cost. The bidder can quote price for each items separately.
- 3.8. Lowest Price shall be determined for each category separately and the decision of the Procurement committee is final. However, becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified

#### **4. Evaluation of Quoted Price**

The Purchaser will evaluate and compare the tender determined to be substantially responsive i.e. which

- (a) Are properly signed and sealed;
- (b) Confirm to the terms and conditions, and specifications.
- (c) Submitted as per the prescribed format

#### **5. General Terms & Conditions**

- a. The cartridges and different Computer Consumables as per requirement will be purchased at the rate quoted and the lowest rate agreed by the agency.
- b. Commodities need to be supplied within 24 hours from placement of order.
- c. In no case the quality will be compromised. The office reserves the right to reject if the quality is poor. No money will be paid for poor quality supplied and the articles will be refunded.

- d. The cost will be paid soon after the receipt of the bill.
- e. The payment will be made after deduction for tax .if any.
- f. The Undersigned reserves the right to purchase the consumables/ Cartridges or other articles from the supplier other than empanelled agency, Jharsuguda, if felt necessary.
- g. Purchase order will be placed to the supplier from time to time within the contract Period as per the requirement of the Undersigned.
- h. The term and conditions and the quoted rates of the articles will be valid for a period of one year from the date of order. No adjustment of rates will be applicable within the time period
- i. The firm shall not assign or sublet the contract
- j. In case of failure or any deviation in quality, cost and time, the Undersigned has reserves the right to cancel this order.
- k. Notwithstanding the above, the Undersigned reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.
- l. Any legal disputes arising out of this are subject to jurisdiction of Jharsuguda only.

  
29.10.2021  
District Education Officer-cum-DPC,  
SS, Jharsuguda

## VENDOR'S INFORMATION

Affix passport size  
photograph

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone no : Fax no : E-mail address : (Self-Attested copy of Valid Address Proof.)	
3	Are you a dealer/reseller	
4	Self Attested copy of GST Registration of Odisha and Clearance Certificate(Latest GST Return file ARN paper)	
5	Self Attested copy of PAN Card	
6	Affidavit <b>(in Original)</b>	
7	Valid Authorization Certificate for supply of Cartridges and consumables as per annexure -A	

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

## Annexure-"A"

Sl No.	Name of the Cartridge /Consumables	SPECIFICATI ON/ <i>BRAND</i>	Rate per Unit(Excluding Tax)in Rs.	<i>2%</i> /GST ,if any (in Rs.)	Total Amount (In Rs.)including All Taxes	Remarks (if any)
1	Laptop Battery & Power adaptor for (HP probook4441s)	HP				
		Lapcare				
2	CANNON Cartridge 337 (ORIGINAL)	To be used in CANNON MF244DW Printer				
3	RAM	1GB DDR3				
4	Internal SSD with 2years Warranty	500GB				

*Diw*  
*29.10.2021*  
District Education Officer-cum-DPC,  
SS, Jharsuguda

## DECLARATION

(AFFIDAVITE (in Original) TO BE ATTACHED WITH THE DOCUMENTS.)

1. I, ..... son / daughter / wife of Sri .....  
.....Tenderer do hereby sign this declaration and execute this quotation document.
2. I have carefully read and understood all the terms and conditions of the quotations and undertake to abide by them.
3. I/My firm have not been blacklisted from any Government organizations.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of Quotationer.

Full Name:

Seal:

Telephone No.

Mobile No.:

E-mail id: