



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



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@od.gov.in

Letter No. 2476/mis/25

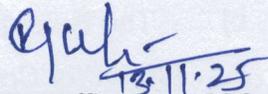
Dtd. 14-11-25

SHORT QUOTAION CALL NOTICE

Sealed quotations are invited for supply of different Computer Consumables, respectively for one year from the date of empanelment to District Project Office, Samagra Shiksha, At- Collectorate Campus, Jharsuguda. Pin- 768204

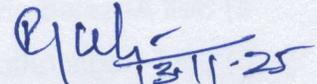
The interested Firm / Supplier/ Agency/Organization having valid GST for supply of items (as per Annexure-"A") may submit their tenders on or before **22.11.2025 by 5.00 P.M** positively through registered/speed post only. The envelope containing tender document must be super scribed as "**QUOTATION FOR SUPPLY OF COMPUTER CONSUMABLES FOR DPO, SS, JHARSUGUDA**" The sealed tenders will be opened on **29.11.2025 at 11 .00 A. M.** The interested bidders may download the details of Annexure-"A", other terms and conditions from Office website i.e. <https://jharsuguda.odisha.gov.in> of Jharsuguda District. The bidders are requested to remain present at the time of opening of quotation.

Encl: As above


District Education Officer-cum-DPC,
SS, Jharsuguda

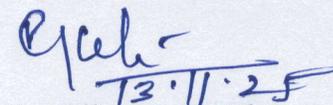
Memo No 2477/mis/25 Dtd. 14-11-25

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


District Education Officer-cum-DPC,
SS, Jharsuguda

Memo No 2478/mis/25 Dtd. 14-11-25

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


District Education Officer-cum-DPC,
SS, Jharsuguda

INVITATION OF SHORT QUOTATION FOR SUPPLY OF DIFFERENT COMPUTER CONSUMABLES USED IN THIS OFFICE

1. Sealed Quotation are invited for supply of different Computer Consumables, respectively for one year from the date of empanelment to District Project Coordinator, 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 tenders on or before **22.11.2025 by 5.00 P.M** positively through registered/speed post only. The envelope containing quotation document must be super scribed as "**QUOTATION FOR SUPPLY OF COMPUTER CONSUMABLES FOR DPO, SS, JHARSUGUDA**" The sealed tenders will be opened on **24.11.2025 at 11 .00 A. M.** The interested bidders may download the details of Annexure- "A", other terms and conditions from District website <https://jharsuguda.odisha.gov.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) The Rate quoted must be inclusive of all taxes and duties.

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 PAN Number
- b) GST Registration Certificate of ODISHA.
- c) Price Bid in the prescribed format (Annexure-"A") duly signed
- d) Affidavit (in Original)
- e) Valid Authorization Certificate.

- 3.2. Quotation received late and incomplete will not be considered. The bidder should Sign and stamp each page of the quotation documents.
- 3.3. The quotations received after this dateline & 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. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- 3.5. 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
- 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.

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. Intending/ Interested quotationer must have sales point at Jharsuguda or in nearby district so that the party can deliver the required items within the stipulated time or The Commodities need to be supplied within 24 hours from placement of order.

- c. The material shall be in original packing from the manufacturer clearly indicating manufacturing date, expiry date & maximum retail price (MRP) inclusive of all taxes etc. Any manufacturing defect of any shape/kind shall have to be immediately replaced with a new one. 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 or other articles from the supplier other than empaneled agencies of 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 SIX MONTH from the date of order. No adjustment of rates will be applicable within the time period
- i. In case of failure or any deviation in quality, cost and time, the Undersigned has reserved the right to cancel this order.
- j. 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.
- k. Any legal disputes arising out of this are subject to jurisdiction of Jharsuguda only.
- l. The undersigned reserves the right to cancel the above publication at any stage without assigning any reason.


District Education Officer-cum-DPC,
SS, Jharsuguda

VENDOR'S INFORMATION

Affix passport size
photograph

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

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	
5	Self Attested copy of PAN Card	
6	Affidavit (in Original)	
7	Valid Authorization Certificate IF ANY	

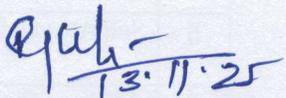
Full Signature of the Bidder:

Date:

Seal

Annexure-"A"

SI No	Name of the Consumables	Brand	SPECIFICATION	Total Amount (In Rs.)including All Taxes	Remarks (if any)
1	TONNER CATRIDGE	HP	Use in HP MFP M436 NDA PRINTER		
2	TONNER CATRIDGE	CANON 337	Use in MF 244DW PRINTER		
3	TONNER CATRIDGE	HP 77A	Use in PRINTER MFP M329dw		
4	EXTERNAL HDD	Segate,WD,	2tb, usb Connect,		
5	PENDRIVE	HP/scandisk	64GB USB 3.2		


13.11.25
District Education Officer-cum-DPC,
SS, Jharsuguda

DECLARATION

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

1. I,..... son / daughter / wife of Sri
..... Tendered 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: