

OFFICE OF THE PANCHAYAT SAMITI: JASHIPUR

At/P.O.-Jashipur, Dist-Mayurbhanj, Odisha-757091
Tel/Fax-06797-232435, E-Mail-ori-jashipur@nic.in

No. 4498 //Dt. 21.12.2022

(QUOTATION CALL NOTICE)

Sealed Quotations are invited from registered firms/ suppliers /distributors having GST Registration No. & Clearance Certificates for supply of Stationary / Office Materials/ Materials for use in the O/o the Block Development Officer, Jashipur and. The details of stationaries/ Office Materials are available in the district web site <http://Mayurbhanj.nic.in>. The rate shall be inclusive of all taxes. The tax component should be mentioned separately in the quotation. Interested parties may submit their quotations in a sealed cover super scribing "Quotation for supply of Stationary /Office Materials/ for O/o the BLOCK DEVELOPMENT OFFICER, JASHIPUR, MAYURBHANJ" to the undersigned through Speed Post/ Registered Post/ Courier only which should reach on or before 03.00 PM of 09.01.2023.

The last date for submission of quotation is 09.01.2023 by 03:00 PM. The quotation will be opened on 10.01.2023 at 03:00 PM.

The authority reserves the right to cancel the quotation at any point of time without assigning any reasons thereof.


Block Development Officer,


Jashipur

21.12.22

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No. 4508 //Dt. 21.12.2022

Sealed Quotations in Plain Paper / Business Letter Pad with date, signature and seal are invited from intending registered firms/ suppliers /distributors (herein after referred as Supplier) for supply of Office Stationery Articles / Office Materials (listed in Annexure-A) to Block Development Officer, Jashipur, Mayurbhanj for official use on yearly rate contract.


The Supplier should indicate the above mentioned "Notice Number and Date of the Quotation Call Notice on the top of their quotation letter as well as on the sealed cover super scribing " Quotation for supply of Office Stationery Articles / Office Materials for "O/o the BLOCK DEVELOPMENT OFFICER, JASHIPUR, MAYURBHANJ" along with copy of GST Registration Certificate. The quotations are to be received by 09.01.2023 upto 03:00 PM and will be opened on 10.01.2023 at 03:00 PM. The supplier or his / their authorized representatives should be present along with the samples at the time of opening of the quotations.

The authority reserves the right to accept or reject any or all the quotations at any stage without assigning any reason thereof. The suppliers are requested to abide by the terms and conditions of the Quotation Call Notice as indicated below: -

TERMS AND CONDITIONS OF THE QUOTATION CALL NOTICE

1. The firm should quote the unit price and GST separately.
2. The cost offered against each item will remain valid for one year from the date of finalization of the Quotation. The Supplier should submit an undertaking to supply the required articles as per the quoted rate of each article during the above time period.
3. The quantity may increase or decrease as per the requirement of the Office.
4. The selected supplier is requested to supply articles in the O/o Block Development Officer, Jashipur, Mayurbhanj in a good condition within 07 days of issue of Purchase Order and submit the bills in triplicate along with Bank details for payment through the Bank Account.
5. A sum of Rs.2,000/- (Rupees Two thousand) shall be deposited by the Quotationer in shape of Account Payee Bank Draft drawn in favour of "Block Development Officer, Jashipur, Mayurbhanj" and submitted along with the quotation as security deposit. After completion of quotation process the amount will be refunded to unsuccessful quotationer.
6. The quotation must be accompanied with self attested copy of GST registration No., PAN Card and Authorization Letter of the Manufacturer if any.


Block Development Officer,


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ANNEXURE-A
LIST OF ARTICLES

1. Laptop (Dell)
2. UPS (V-Guard)
3. Quickheal Total Security Antivirus
4. Keyboard & Mouse combo
5. Desktop computer (Dell)
6. Chairs (Godrej)
7. Cartridge of Konica Minolta Bizhub 205i
8. Cartridge of HP Laserjet M1005 MFP
9. Ink Bottles of Epson L3150
10. A4 size papers
11. Calculator
12. Cotton Tag
13. Fly Leaf (General)
14. Fly Leaf (Case Record)
15. Stapler (Medium & Small)
16. Stapler Pins (Medium & Small)
17. Registers (No. 6,8,10,12,14 & 30)
18. Highlighter
19. Marker Pen (Permanent)
20. Carbon Paper
21. Gum Bottle
22. Fevistick
23. Correction Pen
24. Use & Throw Pen (Blue, Black, Red & Green)
25. Practical Notebook (Cash Book)
26. Guard File
27. Flat File
28. Stamp Pad
29. Punching Machine
30. Refilling service of cartridges.

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Block Development Officer,

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