

**DISTRICT RURAL DEVELOPMENT AGENCY: MAYURBHANJ, BARIPADA.**

**E-MAIL:- [ori-dmayurbhanj@nic.in](mailto:ori-dmayurbhanj@nic.in)  
Ph. No. 06792-260318, Fax- 260487**

No. 1553 / DRDA (Mbj.) Dt. 15.2.19 /

**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Suppliers / Dealers / Firms / Agencies for **supply of Computer consumable articles** as required for DRDA office, Mayurbhanj for the Year 2018-19 & 2019-20. The list of Computer consumables is enclosed herewith in Annexure-I. The complete quotations should reach **by registered post / speed post** only to the office of the Project Director, DRDA, Mayurbhanj **by 1.00 PM of 25.02.2019**. Quotations received after the due date and time will not be considered under any circumstances. Quotation will be opened in presence of bidders or their representatives in DRDA Conference Hall, Mayurbhanj **on Dt. 25.02.2019 at 4.00 PM.**

The details of Quotation will be viewed & downloaded from district website : [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) .

The following Terms & Conditions have been applied to the Quotation call Notice.

**1. Bid Price**

- The Transportation charges to be included in the Bid Price
- All duties, taxes and other Levis payable by the dealer under the contract shall be included in the total price.
- 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.

**2. Eligibility Criteria of the Bidder**

The Bidder shall furnish the following documents to establish the bidder's eligibility.

- Self Attested photocopies of PAN card
- GST registration certificate.
- Authorization letter of Company for selling of product. ( applicable for Cartridge/ Drum/ Developer only)

**3. Validity of Quotation**

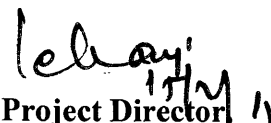
Quotation shall remain valid for a period of not less than 60 days after the last date as specified in the quotation document.

- Quotation received in late and incomplete will not be considered. The bidder should sign and stamp each page of the quotation document.
- EMD of Rs. 5,000.00 to be deposited along with the quotation in shape of BC/ BD of any nationalised bank in favour of Project Director, DRDA, Mayurbhanj payable at Baripada, Mayurbhanj and same will be refunded to the unsuccessful bidder.
- The 1<sup>st</sup> lowest bidder cannot claim to supply the articles. The article will be purchased as per the requirement of DRDA, Mayurbhanj from time to time.

The DRDA, Mayurbhanj will not bound to accept the lowest quotation. The decision of the District Purchas Committee shall be final in this regard.

Quotation to be send to the following address:

**Project Director, DRDA, Mayurbhanj  
At- Murgabadi,  
Po- Bhanjpur,  
Dist- Mayurbhanj,  
Pin – 757002 (Odisha)**

  
**Project Director  
DRDA, Mayurbhanj**

Memo No. 1554 // Dated 15.2.19 //

Copy to Notice Board of DRDA, Mayurbhanj for information and wide publication.

Copy to Notice Board of Collector & District Magistrate, Mayurbhanj/  
all Sub-Collectors/ all PA, ITDAs/ E.O, Baripada Municipality/ DPC, DPEP, Mayurbhanj/  
all BDOs/ all Tahasildars for information and wide publication. They are requested that the  
quotation notice may be displayed in their respective notice board.

(*lela*, 15/2/19)  
Project Director,  
DRDA, Mayurbhanj  
*Mr*

Memo No. 1555 // Dated 15.2.19 //

Copy to DIO, NIC, Mayurbhanj / DIPRO, Mayurbhanj, Baripada for wide  
publication.

(*lela*, 15/2/19)  
Project Director,  
DRDA, Mayurbhanj  
*Mr*

**Computer Consumable**

**Annexure-I**

1	Toner Catridge :- i) 12A	Lipi/ HP	
2	Toner Catridge ii) 78 A	Lipi/ HP	
3	Toner Catridge iii) 85A	Lipi/ HP	
4	Toner Catridge iv) 16A	Lipi/ Canon	
5	Toner Catridge v) 328 vp (for Canon Printer- MF4820 D)	Lipi/ Canon	
6	Toner Catridge vi) 309 ( for Canon Printer- 3500 DN)	Lipi/ Canon	
7	Toner Cartridge - 319 / 05A ( for Canon LBP 253 X)	Canon / Lipi	
8	Toner Cartridge - 326 ( for Canon LBP 6230 DN)	Lipi/ Canon	
9	Toner Cartridge - ( for Samsung Pro Express-3320)	Lipi/ Samsung	
10	Toner Cartridge - 88A (for HP-1007/1008 printer)	Lipi/ HP	
11	Toner Catridge (for Multifunctional Photo Copier Machine, Model No.- AR-SHARP 6020N)		
12	DRUM (for Multifunctional Photo Copier Machine, Model No.- AR-SHARP 6020N)		
13	Developer (for Multifunctional Photo Copier Machine, Model No.- AR-SHARP 6020N)		
14	Toner Catridge - TN 414 (forMultifunctional Photo Copier Machine, Model No.- KONICA Minolta, BH-363 )		
15	DRUM-411 (forMultifunctional Photo Copier Machine, Model No.- KONICA Minolta, BH-363 )		
16	Developer-411 (forMultifunctional Photo Copier Machine, Model No.- KONICA Minolta, BH-363 )		
17	Toner Catridge (forMultifunctional Photo Copier Machine, Model No.- KONICA Minolta, BH-206 )		
18	DRUM (forMultifunctional Photo Copier Machine, Model No.- KONICA Minolta, BH-206 )		
19	Developer (forMultifunctional Photo Copier Machine, Model No.- KONICA Minolta, BH-206 )		
20	Colour Catridge (Black + Colour pack) M/No. CANON PIXMA IP-4760		
21	CD-RW ( Blank CD), 700 MB	Moser Baer	
22	DVD-R (4.7 GB, 1X-10X )	Moser Baer	
23	Quick Heal Antivirus ( Single User/ 5 Users, 1yr/3yrs )		
24	Pen Drive ( 8 GB, 16 GB, 32 GB )	Sandisk/ Transcand	

**EVALUATION FORM**

1	Name of the Supplier's/ Dealers / Firms / Agencies	
2	Full Address of the Supplier's/ Dealers / Firms / Agencies Telephone/ Mobile No. Email ID	
3	GST Registration No. (Copy to be attached)	
4	PAN No. (with copy of certificate to be attached)	

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

Full Signature of the Bidder

Date

Seal

**DECLARATION BY THE BIDDER**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid personally/under proper lawful power of attorney. It is also certified that all the terms and conditions of the quotation documents are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Signature of the Bidder

Date

Name

Address

Mobile No.

**Annexure-III**

**FORMAT OF PRICE BID**

Sl. No.	Description of Goods	Brand / Specification	Unit (Nos. / Set / Piece / Page/ Packet)	Quoted price including transportation & all taxes
01.				
02.				

Name of the Firm/ Agencies :

Address:

Date:

Place:

Signature of the Bidder