



OFFICE OF THE PANCHAYAT SAMITI BEGUNIAPADA, GANJAM

Phone: 06810-260440 (O)

E-Mail: ori-kodala@nic.in

No. 2454

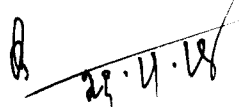
Date: 29.11.2018

QUOTATION CALL NOTICE

The sealed quotation are invited intending manufacturers, reputed firms, registered suppliers for Supply And Installation of **LASER PRINTER, COLOR PRINTER, SCANNER, ANTI-VIRUS CD AND WINDOWS 10 CD** as per detailed technical specification given in Annexure – I for official use in Beguniapada Block Office:

1. The firms fulfilling the following criteria, may deposit their tenders superscripted as “Quotation call for **supply and installation of Laser Printer, Color Printer, High Speed Scanner, Anti-Virus CD and Windows 10 CD for Block Office Beguniapada, Ganjam**” and address it to **“The Block Development Officer, Beguniapada, At – Khandianai, Pin – 761032, Ganjam**” so as to reach on or before **5:00 PM, 11.12.2018** .
2. The equipment shall be in compliance to the specifications mentioned in Annexure – I (Part A, Part B, Part C, Part D, Part E) of the Quotation and shall be of the latest technology, best quality and high standards. The supplier should enclose the product catalogue, if any, supporting the specifications mentioned in Annexure – I.
3. Any optional Accessories / Tooling, besides the standard equipment recommended for the better performance and safety of the equipment, if offered, should be provided with their full Quotation including their use and advantage in a separate sheet with the quotation documents. Warranty period, if applicable, should be specified for these.
4. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
5. While submitting the Quotation, if any, of the prescribed conditions are not fulfilled or are incomplete in any form, the Quotation is liable to be rejected. If any supplier stipulates any condition of his own, such conditional quotation is liable to be rejected.
6. **Block Development Officer, Beguniapada, Ganjam** reserves the right to reject any Quotation wholly or partly without assigning any reason thereof.
11. The quotationer shall take into account all costs including installation, testing and commissioning, cartage etc. for giving delivery of material at site i.e. **Block Office, Beguniapada, Ganjam** before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
12. The items quoted should be delivered at our premises **free of transport charges** to the address “Block Office, Beguniapada, Ganjam, Pin - 761032” and the supplier shall be responsible for dues damage during the transit of goods.
13. **The material shall be inspected on receipt at site** i.e. Block Office, Beguniapada and supplier shall be responsible for any damage during the transit of goods.

14. All the communication with respect to the Quotation Call shall be addressed to: **The Block Development Officer, Beguniapada, At: Khandianai, Ganjam, Pin – 761032.**
15. On receipt of the approval from Block Development Officer, Beguniapada, Ganjam, the purchase order will be issued to the successful supplier i.e. L1 (lowest one) by the Block Development Officer, Beguniapada, Ganjam.
16. **Financial Bid:** A Security Deposit of Rs. 1000/- (Rupees One Thousand Only) may be submitted in shape of Cheque/Bank Draft in favour of Block Development Officer, Beguniapada failing which their quotation will not be considered as valid. The amount will be refunded to the unsuccessful quotationer without any interest after completion of the quotation process.
17. **Guarantee of Quality and Warranty of goods supplied:**
- a) The equipments offered shall confirm to the specifications as given in order and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc., for a minimum period of 12 months from the date of supply of Scanner and Laser Printers.
- b) The quotationer have the right to offer warranty more than the period of warranty offered by manufacturer of the product for 12 months from the date of supply of Laptops and Laser Printers and this aspect would certainly be taken into consideration.
18. The rates of Sales Tax, G.S.T, C.S.T and Excise Duty must be clearly indicated. Whenever chargeable S.T/ G. S. T / C. S. T numbers must be indicated. It will be deemed that no Taxes are payable by us if such items are not indicated.
19. The quotationer shall supply the documents as given Annexure – II while submitting the quotation.
20. Mode of Payment: payment will be made to successful L1 quotationer through RTGS/NEFT mode only as per their bank statement given in Annexure – II, within 7 days of receipt of the quoted items.


**Block Development Officer
Beguniapada**

Annexure I (PART – A)

Technical Specification for supply and installation of Laser Printer – 02 No.

Sl. No.	Particulars	Printer Specifications	Compliance (Yes/No)	If No, specify exact specification
1.	Preferred Make	HP /Canon /Xerox or equivalent		
	Speed	25 prints per minute		
	Technology	Laser		
	Original size	A4		
	Paper capacity	250 sheet input tray		
	Monthly print volume	250 – 2000		
	Printing	Auto Duplex		
	Printing Interface	Network printing (Ethernet), USB Plug and print (USB 2.0)		
	Resolution	1200/600 dpi		
	OS Compatibility	Printer driver should be available windows 7 / 8.1 / 10		
Warranty	As per the manufacturer			
2.	Toner Cartridge	Compatible with the quoted product		

[Handwritten Signature]

**Block Development Officer
Beguniapada**

Technical Specification for supply and installation of Color Printer – 01 No.

Sl. No.	Particulars	Printer Specifications	Compliance (Yes/No)	If No, specify exact specification
1.	Preferred Make	HP /Canon /Epson		
	Speed	33 prints per minute(B/W) and 15 prints per minute(Color)		
	Technology	Ink tank Multi Function		
	Original size	A4		
	Paper capacity	250 sheet input tray		
	Monthly print volume	250 – 300		
	Printing	Duplex(Mannual)		
	Printing Interface	USB Plug and print (USB 2.0)		
	Resolution	5760x1440		
	OS Compatibility	Printer driver should be available for windows 7 / 8.1 / 10,		
Warranty	As per the manufacturer			
2.	Toner Cartridge	Compatible with the quoted product		


Block Development Officer
Beguniapada

Annexure I (PART – C)

Technical Specification for supply and installation of High Speed Scanner – 01 No.

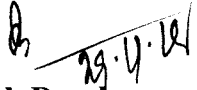
Sl. No.	Particulars	Printer Specifications	Compliance (Yes/No)	If No, specify exact specification
1.	Preferred Make	HP /Canon /Epson		
	Speed	30 PPM(B/W) and 170 PPM(Colour)		
	Original size	A4		
	Paper capacity	40 sheet input tray		
	Daily scan volume	3500		
	Printing	Duplex(Auto)		
	Printing Interface	USB Plug and print (USB 3.0)		
	Resolution	5760x1440		
	OS Compatibility	Printer driver should be available for windows 7 / 8.1 / 10,		
	Warranty	As per the manufacturer		


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Annexure I (PART – D)

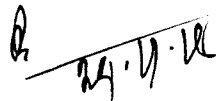
Technical Specification for supply and installation of Anti Virus(10 User) – 01 No.

Sl. No.	Particulars	Printer Specifications	Compliance (Yes/No)	If No, specify exact specification
1.	Preferred Make	Quick Heal (Total Security)		
	No of User	10 (Ten)		
	OS Compatibility	Printer driver should be available for windows 7 / 8.1 / 10,		


Block Development Officer
Beguniapada

Technical Specification for supply and installation of Windows 10 CD - 01

Sl. No.	Particulars	Printer Specifications	Compliance (Yes/No)	If No, specify exact specification
1.	Preferred Make	Windows 10 (Microsoft)		


Block Development Officer
Beguniapada

On the Letterhead of the Quotationer

Date:

To
Block Development Officer,
Beguniapada,
Ganjam.
Pin – 761032.

Dear Sir,

We hereby give our consent to accept the related payments of our claims/bills through Cheques or Internet based online E-Payments system Our Bank account details for the said purpose are as under:

A. Vendor Details:

- 1.Name (As per the Bank Records)
- 2.Address
- 3.PAN No.
- 4.GSTIN No.
- 5.E-mail ID
- 6.Mobile Number

B. Particulars of Bank Account:

1. Bank Name
2. Branch Name/Branch Code
3. Branch Address
4. 9 Digit MICR No. of Bank and Branch(
As appearing on the cheque)
5. Account Type (Savings/Cash
credit/Current)
- 6.Account Number (**as appearing on the
cheque book**)
- 7.IFSC Code of the Branch(For RTGS)
- 8.IFSC Code of the Branch(For NEFT)

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date :


Signature/Seal of Firm
Phone No:

Encl: Photocopy of cheque duly cancelled, copy of Indian PAN Card and GSTIN clearance certificate.

[Note: Above details should be duly signed and submitted on the letterhead]

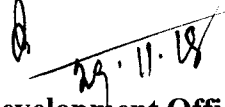
Memo No: 2455 **Date: 29.11.2018**

Copy submitted to the Collector, Ganjam, Chatrapur/Project Director, DRDA, Ganjam/ Project Director, DUDA, Ganjam/Sub-Collector, Chatrapur/ Tahasildar, Khalikote/ Tahasildar, Kodala/ Block Development Officer, Khalikote for favour of kind information with a request to display the quotation call notice in the office notice board for wide publicity.


Block Development Officer
Beguniapada

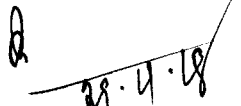
Memo No: 2456 **Date: 29.11.2018**

Copy to DIO, NIC, Ganjam for kind information and with a request to webhost the quotation call notice in the district official website www.ganjam.nic.in, for wide publicity among the general public.


Block Development Officer
Beguniapada

Memo No: 2457 **Date: 29.11.2018**

Copy to Notice Board of this office for wide publicity in locality and suppliers for information and necessary action.


Block Development Officer
Beguniapada