

# COLLECTORATE: RAYAGADA

(ELECTION SECTION)

(Email ID- [dycoleme.rgda.od@nic.in](mailto:dycoleme.rgda.od@nic.in), Phone No: 06856-222954)

No. 587/21130/2024/Elec.

Dated: 06/03/2024

## QUOTATION CALL NOTICE

Sealed quotations are invited for supply of the articles, detailed in the Table-A below. Quotation must be submitted in tabular format as in Table-A. Quotations in company/firm/agency pad will be acceptable. The quotations should reach this office not later than **4.00 P.M on 12.03.2024**. Sealed quotations will be opened in presence of purchase committee and vendors representatives at **5.00 P.M on 12.03.2024**. The envelope containing the quotation shall be superscribed as "**Quotation for Supply of Cartridge/Tonner**" and quotation received without this superscription will have the risk of not being considered. Quotations received after the specific time and date will not be considered. The intending suppliers/firms/agencies may submit quotation for one or more items.

Sl. No.	Items	Required Qty	Unit Price	Total Price	GST	Grand Total
01	Cartridge (HP LaserJet 1020 plus) compatible	5 nos.				
02	Cartridge (Cannon Image Class MF244dw) compatible	10 nos.				
03	Cartridge (LaserJet Pro MFP M329dw) compatible	5 nos.				
04	Tonner (Cannon NPG85)	1 no.				
05	Tonner (Cannon Image Runner-2004N) compatible	3 nos.				

### THE QUOTATIONS SHOULD SATISFY THE FOLLOWING TERMS AND CONDITIONS:

1. The rate quoted should be valid till minimum 30 days. If the rate is valid for any specific period the same may be mentioned.
2. Rate should be quoted for delivery and onsite support during the Guarantee and Warranty period at the destination, i.e. Election Section, Collectorate, Rayagada/ Sub-Collector Office, Rayagada & Gunupur.
3. Supplier/Vendor should be able to supply and install the articles in Table-A within 7 days of supply order.
4. Complete quotation with specifications (make/model) of the articles rate, quantity amount etc. should given in the quotation.
5. a). If taxes, duties or any other charges over and above the rate quoted are payable by the purchaser actual/percentage of such taxes duties of charge should be separately and clearly indicated.  
b). GST Registration No. and Date, Income Tax Account Number shall be quoted.
6. Price once quoted are final, inquiries regarding rate will not be entertained.
7. There should be no cutting, overwriting etc. in the rates in the quotations. Quotations with overwriting, cutting etc are liable to be rejected.
8. All cartridges must be NEW and GENUINE/ORIGINAL i.e. made by Original Equipment Manufacturers (OEM's) of the printer/copier.

9. Quantity may vary as per actual requirement at the time of order/installation.
10. Quotations not complying with the above conditions are liable to be rejected. The authority reserves the right to impose any other conditions as deemed necessary in dealing the subject.
11. The quotation notice is displayed in this Office Notice Board and District Website i.e. [www.rayagada.nic.in](http://www.rayagada.nic.in).
12. Payment will be made by cheque/account transfer to the vendor after satisfactory completion of supply, testing and receipt of bill in triplicate.
13. The DEO & Collector, Rayagada reserves to himself the right to accept or reject any or all the quotations either in part or in full without assigning any reason thereof.
14. All disputes including Court Proceedings shall be settled within the Rayagada Jurisdiction Only.

  
Addl. DEO & ~~ADM~~ RAYAGADA

Memo No. 588/2024

Dated: 06/03/2024

Copy forwarded to all District Level Officers/ CDO-cum-EO, ZP, Rayagada/Sub-Collector Rayagada & Gunupur/All Tahasildars /All BDOs /EO, Rayagada Municipality /EO, Gunupur Municipality /EO Gudari NAC for publication in their Notice Board for information of General Public.

Copy forwarded to the Members of Purchase Committee (Asst. Collector, Nizarat / Dy. Collector, Election/ DIO, NIC, Rayagada/ Joint Commissioner, CT & GST, Rayagada/ Programme Manager (Finance), Zilla Parishad, Rayagada/ Asst. Executive Engineer, R&B Div-I, Rayagada/ ADM (Gen.), Rayagada)

Copy to DIO, NIC Rayagada for hosting in district website.  
Copy to Office Notice Board for information of General Public.

  
Addl. DEO & ~~ADM~~ RAYAGADA