

OFFICE OF THE TAHASILDAR, DEOGAON

QUOTATION CALL NOTICE

No. 336 / . Dt. 7.3.19

Sealed quotation are invited from the intending authorised Agencies/ Agents/ Distributors having sound technical knowledge and capacity for supply of 5 set of Laptop, Printer & Scanner with requisite quality as per specification and configuration attached herewith as Annexure-II in the Tahasil Office, Deogaon.

Terms and Conditions for Supply of Laptop, Printer & Scanner.

1. The Agency must be an authorised distributor or seller of the items .
2. Sealed quotations should be received through Registered Post/Speed Post only addressing to the Tahasildar, Deogaon At/Po/Via-Deogaon Dist-Balangir Pin-767029, Odisha superscribed on the top of the envelope as "**Quotation Call for Supply of Laptop, Printer & Scanner**" on or before **13.03.2019** at **2.00 p.m.**, which will be opened on the same day at 3.30 p.m., in presence of the purchase committee. If no application received on that day or no bidders qualify, the next date of receipt of application has been fixed to 2.00 p.m. of **20.03.2019** and 2.00 p.m. of **26.03.2019** respectively. The received quotations will be opened at 3.30.p.m. of the respective dates. The bidders or his authorised representatives may remain present during opening of the quotation papers.
3. Quotations received after due date will not be considered.
4. The GST/Tax clearance certificate should be attached with the application.
5. The selected supplier is to supply requisite quality of materials.
6. The interest free EMD of Rs. 5,000/- (Rupees five thousand) only is to be deposited in shape of Bank Draft payable in favour of the **Tahasildar, Deogaon at SBI, Tusura** which will be refunded to the successful bidder after completion of warranty period if the terms and conditions are properly followed up by the successful bidder.
7. The quoted rates should be inclusive of cost of materials, labour charges, installation charges and all taxes. **No hidden charges will be paid over and above the quoted price.**
8. All materials should be as per specification and approved rate. The original bills have to be submitted for encashment.
9. The vendor will provide at least 12 months free maintenance service from the date of its installation and such service include repair and replacement of all kits or parts and spare as and when required.
10. The supplier will be responsible for authenticity of the product .He will be solely responsible in case of any legal complication arises after supply from any quarter i.e. manufactures or others.
11. The payment will be made by the undersigned only after satisfactory supply of equipments and submission of the following documents.
 - a. 2 copies of the suppliers invoice showing **contract No., Goods description, quantity, unit price , total amount** and **serial Nos.** of the items etc.
 - b. Manufacturer's /Suppliers Warranty Certificates.

12. A declaration is to be furnished by the selected bidder that he/she will abide by all the terms and conditions of the quotation call notice. If any violation noticed in the subsequent stage, the tender inviting Authority will forfeit the EMD amount and blacklisted the firm/agency for such false information.
13. The item description has been enclosed as **Annexure-II** and the format of the Application form is enclosed as **Annexure-I**. This may also be downloaded from the District Website i.e. www.balangir.nic.in.
14. The Tahasildar, Deogaon reserves the right to cancel any or all the quotations or supply of order at any time without prior notice and without assigning any reason thereof.

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7.3.19

Tahasildar, Deogaon