

**DETAILTENDERCALL NOTICE**  
**DISTRICTRURALDEVELOPMENT AGENCY, BALANGIR**



**Panchayat Raj & DW Deptt.,  
Govt. Of Odisha**

**Bid Document**  
**For Supply of Office Equipment and Installation at District  
Panchayat Resource Centre, Balangir**



**DISTRICT RURAL DEVELOPMENT AGENCY,  
BALANGIR**

In front of SBI Main Branch  
Titilagarh Road, Balangir-767001  
Phone No.06652-232863  
Fax,06652-233082  
E-mail-ori-dbolangir@nic.in

Letter No. 1312 / Date 6.04.2021

DRDA Balangir invites "Tender for Supply of Office Equipments" as per specifications from only Odisha registered based manufacture/ company/ firms/ agencies/ dealers having valid license/ authorization for supply and installation at District Panchayat Resource Centre, Balangir, through two bid system.

Detailed Tender documents comprising Background, scope of work, Indicative list of office equipment. Technical evaluation criteria, Financial Bid evaluation and annexure for submitting the tender can be downloaded from district website [www.balangir.nic.in](http://www.balangir.nic.in) during the notice period.

Tender Paper can be purchased from the DRDA Balangir office on any working day from 10.00 AM to 5.00 PM up to 10.04.2021 and 7.00 A.M. to 1.00 PM up to 26.04.2021 or downloaded from district website during the notice period, 2. The last date for purchase/download of Tender Paper is 26.04.2021 1.00 PM: 3. Last date for submission of Tender documents: 27.04.2021, 1.00 PM through Regd. Post/ Speed Post & courier only: 4. Technical Bid will be opened on:28.04.2021, 9.00 AM: 5.. financial Bid will be opened on 28.04.2021, 11.00 AM: 6. The cost of Tender Paper is Rs.10,000/- (non-refundable) will only be received in shape of Demand Draft only drawn in favour of "Project Director, DRDA Balangir" payable at Balangir: 7. Bid Security Declaration.

The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

  
Project Director  
DRDA, Balangir

Memo No. 1313 / DRDA Date 06.04.2021

Copy along with soft copy to the DIO, NIC, Balangir with a request to display the notice in the website till 26.04.2021 1.00PM.

  
Project Director  
DRDA, Balangir

Memo No. 1314 / DRDA Date 06.04.2021

Copy to the office of Zilla Parishad/ Collectorate Office/ DRDA/Sub-Collector Office/ All Block Offices/ all Tahasil Offices for apex the Notice Boards for wide circulation.

  
Project Director  
DRDA, Balangir

Memo No. 1315 / DRDA Date 06.04.2021

Copy submitted to Director SIRD & PR, Bhubaneswar for kind information.

  
Project Director  
DRDA, Balangir

Memo No. 1316 / DRDA Date 06.04.2021

Copy submitted to PA to Collector for Kind information of collector & District  
Magistrate, Balangir.

  
Project Director  
DRDA, Balangir

# DISTRICT RURAL DEVELOPMENT AGENCY, BALANGIR

## TENDED NOTICE FOR PROCUREMENT OF OFFICE EQUIPMENTS

[For supply of Office Furniture & fixtures, Electronic & Electrical & Miscellaneous items to District Panchayat Resource Center, Balangir by Odisha State based and registered Manufacturer/ Company/ authorized firm/dealers/ suppliers]

1	Period of issue of Tender Document	:	From date of Publication to <b>26.04.2021 up to 1.00 PM</b>
2	Last date and time for submission of Bids	:	<b>27.04.2021 up to 1.00 PM</b>
3	Date and time for opening of Technical Bids	:	<b>28.04.2021 at 09.00 AM</b>
4	Date and time for opening of Financial Bids	:	<b>28.04.2021 at 11.00 AM</b>
5	Cost of the Tender Paper	:	Rs.10,000/- to be deposited in shape of Demand Draft drawn from any commercial Bank in favour of the Project Director, DRDA, Balangir and payable at Balangir ( <b>Non-refundable</b> )
6	Purchase of Tender Document	:	Can be purchased from the DRDA Balangir office or downloaded from the district website of Balangir district i.e., <a href="http://www.balangir.nic.in">www.balangir.nic.in</a>

Interested bidders may submit their sealed tender document in the prescribed format mentioning "Tender for Supply of Office Furniture & fixtures, Electronics & Electrical & Miscellaneous Items" on the cover of the envelope to the District Rural Development Agency, Balangir. Bidders are required to submit Technical Bid and Financial Bid in separate envelopes (to be superscripted separately) enclosed in the common envelope.

Tenders received after due date and time will not be accepted. District Rural Development Agency, Balangir will not be responsible for any Postal delay or similar reasons. No Tenders sent through an electronic means shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above mentioned website.

District Rural Development Agency, Balangir reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may contact at following address:

Address: District Rural Development Agency, Balangir  
Infront of SBI Main Branch, Titilagarh Road, Balangir-767001

Emai: [ori-dbolangir@nic.in](mailto:ori-dbolangir@nic.in)

  
Project Director  
DRDA, Balangir

## BACKGROUND

Project Director, DRDA Balangir intends to procure office items for furnishing of District Panchayat Resource Center (DPRC), Balangir as per the indicative list. The detail list of office equipments required for the DPRC will be given to the successful Bidder after the completion of the tender process. The cost is inclusive of all applicable taxes, transportation and installation etc. all complete.

## SCOPE OF WORK

The bidders are required to produce to produce the valid authorization of dealership/ supply contract for supply of the office equipments. The selected bidder is required to make delivery and install all the products at the District Panchayat Resource Center (DPRC), Balangir within 5 days of assignment of the Order/Contract.

### ***Office Equipment Specifications: Indicative list.***

Sl. No.	Indicative list of Office Equipments	Approximate Quantity	Illustrative list of Brands	Make, Model with Specification
<b>A. FURNITURE &amp; FIXTURES:</b>				
1	Executive Chair	15	Godrej	Kareena
2	Conference Chair	50	Godrej	Oxbo Visitor
3	Chair with Board	50	Godrej	Scintilla
4	Waiting Chair	3	Godrej	Matrix with arm (Three sitter)
5	Reception Table	1	Godrej	Trident Middle
6	Office Table	3	Godrej	Work 4020 (1200 * 600 * 740)
7	Dining Table	4	SS	Full Stainless Steel: 4 seater- 4'X2.6'X2.6', 6 seater – 6'X2.6'X2.6'. 8 Seater – 8'X2.6'X2.6'
8	Sofa Set	2	Godrej	Tropical 5 STR
9	Almirah	3	Godrej	Storewel Plain 4 shalves
10	Training Table	4	Godrej	Unlearn desktop 2 seater (900x600x680)
11	Book Shelves	2	Godrej	4 Door Book Case
12	Bed (Guest Room)	1	Godrej	Astra King
13	Dining Chair	40	Nilkamal/ Supreme	Dining Chair
14	Locker	2	Godrej	PLU 4 Door locker (base 1 + add on 4 with stand)
15	Podium	2		Podium
<b>B. ELECTRICAL &amp; ELECTRONICS:</b>				
1	Cordless mike	2	AHUJA	CORDLESS MIKE
2	Public Address System	2	AHUJA	Amplifier, 8 speakers, 8 microphones & installation
3	Projector LED	2	Sony/ Dell/ Epson	Resolution – XGA, White Brightness -3700 ANSI lumens, Colour Brightness – 3700 ANSI lumens, Contrast Ratio – 15000: 1, Lamp life – 6000 hours
4	Projector Screen	2		10' X 12' fixed with remote
5	Photocopy machine	1	TOSHIBA/ Cannon	Copy/Print speed -45 ppm, Memory – 4GB, Storage – 320GB Self encryption HDD, Input Paper capacity – 1200 to 3200 sheets,



				Document Feeder – 300 sheet DSDF/100 sheet RADF, Duplexing – Standard, First Copy speed – 3.6 second, Resolution – 2400 X 600 dpi.
6	Air Conditioner	10	Hitachi/LG/ Voltas/Carrier /Bluestar/ Whirlpool	1.5 Ton / 4500 kcal/hr High wall Split AC 5Star with installation, 100% copper
7	Wall Mounted Stabilizer	10	Auto-take-V-guard	90 W input stabilizer with installation
8	Television	4	LG/ Sony/ Samsung	40 inch (1920 X 1080) Smart LED TV
9	Television	1	LG/ Sony/ Samsung	32 inch (1920 X 1080) Smart LED TV
10	Desktop	4	Dell/ HP	Core i-5 (10 <sup>th</sup> Generation), Windows 10 Home, 6GB RAM, 1 TB HDD, 3 year warranty
11	Laptop	2	Dell/ HP	Core i-5 (10 <sup>th</sup> Generation), Windows 10 Home, 6GB RAM, 1 TB HDD, 3 year warranty
12	All in one Printer	1	HP	HP laserJet PRO MFP M226 dw.
13	Generator	1	Kirlosker/ JAYCEE	25KVA- KOEL i-Green
14	Inverter	1	Microtec	6.0 KVA with 6 tubular Battery
15	Water Cooler with RO inbuilt	1	Eureka Forbes	Pure Chill RO+UV, 640X450X1350, 80 liter storage capacity
16	Water Purifier	1	Eureka Forbes	RO + UV + UF + MTDS water purifier
17	Refrigerator	1	LG/ Voltas/ Whirlpool/ Samsung	400 Liter 5 Star Frost Free Double Door
18	DSLR Camera	1	Nikon/ Cannon	24.2MP Digital SLR Camera with AF-P 18-55 and AF-P DX 70-300mm f/4.5-6.3G VR kit, free Camera Bag and 32 GB Memory Card
19	Wall Clock	5	Ajanta	Big size (Round type)
<b>C. MISCELLANEOUS:</b>				
1	Mattress	40	Curlon/ Centaury	Single- 72" X 36" X 4"
2	Blanket	40	Raymond/ Montecarlo	Single
3	Blanket	1	Raymond/ Montecarlo	Double
4	Dari	2		15' X 12'
5	White Board	2		10' X 8'
6	Iron Rack	2		6' X 3'
7	Name plate	50		
8	Aluminum Box	2		Aluminum sheet (thickness 20 gauge (0.8-0.9mm) , size – length-42inches X width 30inches X height 25inches and with lock & key at the both side in the front of the box
9	Fire Extinguisher	6		6KG ABC

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## Technical Evaluation Criteria:

Bidders who fulfill all the below mentioned technical evaluation criteria will be considered eligible for compete in the Financial Bid.

### *Technical Evaluation Criteria*

Sl. No.	Criteria	Supporting Document to be Submitted
1	The Bidder should be a manufacture/ company/ firms/ agencies/ dealers having valid license/ authorization and <b>registered in Odisha state</b> only	Bidder must submit the manufacture/ company/ firms/ agencies/ dealers having valid license/ authorization registration certificate/ Incorporation details along with copy of <ul style="list-style-type: none"><li>• Pan Card</li><li>• Income Tax Return of 3 years (FY 2017-18, FY 2018-19 &amp; FY 2019-20)</li><li>• GST Registration Certificate under Odisha State</li><li>• Copy of the up-to-date GST Return (GSTR-3B) (till the immediate preceding month)</li></ul>
2	The Bidder should have experience of executing supplying of similar type of office equipment at least Rs.5.00 lakh order supplied <b>in single lot</b> against a single work order in last three year	Copy of work order clearly specifying the date of award, contracting authority and the quantity and cost of office equipment supplied.
3	Supply Capacity	The Bidder must submit an undertaking stating that it has capacity of supplying Office Equipment up to Rs.50.00 lakh (Attached a Annexure B)
4	Financial Details of the Bidder	The Bidder should have an average annual turnover of at least INR 50.00 lakh in each of the immediately preceeding last three Financial year (i.e. 2017-18, 2018-19 and 2019-20). Proof to be submitted by the Bidder in form of a statement by a Chartered Accountant / Audit Report.
5	The Bidder should submit an "Bid Security Declaration"	Attach Declaration "In lieu of Bid Security with stipulation that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.
6	Bidder should submit an undertaking that there are no major legal cases pending against it.	Attach self certification/undertaking on company letter head duly signed and stamped by the competent authority of the Bidder (Attached as Annexure C)
7	Bidder should submit an undertaking that it is not blacklisted by the State Government of Odisha.	Attach self-certification/undertaking on company/firm letterhead duly signed and stamped by the competent authority of the Bidder.

**Note: All the documents must be self-attested by the Bidder. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise Financial Bid will be returned to the bidder without opening it.**

  
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## **FINANCIAL BIDS**

The Financial bids of only the Bidders who qualified in the Technical Bid, by the Evaluation Committee (Technical) will be opened. Financial Bid must be submitted as per the format at Annexure- D

**Contract shall be awarded to the firm(s) offering the lowest price and negotiation with the L-1 bidder will be made. One agreement to effect will be entered into. The approved price will be valid for a period of 01 year from the date of opening of the tender.**

### **Bid Security / Earnest Money Deposit (EMD)**

As part of its Technical bid submission., the bidder would be required to submit “Bid Security Declaration” in lieu of Bid Security with stipulation that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. For successful bidder submission of Performance Security in the form of Bank Gurantee for a value equal to 3% of the total contract value. The said Performance Security shall be valid beyond 60 days after the end of all contractual obligations on the part of the supplier including warranty obligations, if any. Any bid submitted without “Bid Security Declaration” will be rightly rejected.

- The Bidder withdraws its Bid during the validity period as specified in Bid
- The Bidder does not respond to requests for clarification of its Bid
- The Bidder materially alters his Bid during the Bid processing period.
- The Bidder fails to provide the required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- In case of a Selected Bidder, the said Bidder fails to sign the Agreement in time; or does not furnish the mandatory Performance Security.

### **Delivery Mechanism**

The delivery of the office equipments shall be made by Bidder at the District Panchayat Resource Center, Balangir. A random quality check will be conducted at the time of delivery and before installation. If the quantity and quality is found to be non-satisfactory, Bidder will be subjected to a penalty of up to 100% of the order value. The materials shall be delivered with 15 days from the date of awarding the Work Order. The materials shall be delivered by the Bidder as per the specification mentioned above and also in good condition to the Consignee along with Challan in duplicate and Bills in triplicate.



## GUIDELINES FOR SUBMITTING THE TENDER PAPER:

Authorized dealers/ suppliers are required to submit the Bid as per the guidelines and formats detailed outlined in the following paras:

- a. The original and all copies of the Technical Bid shall be placed in a sealed envelope clearly super scribed “**TECHNICAL BID**” Similarly, the original Financial Bid shall be placed in a separate sealed envelope clearly super scribed “**FINANCIAL BID**” The envelopes containing the Technical and Financial Bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly super scribed “**TENDER FOR SUPPLY OF OFFICE FURNITURE, FIXTURES, ELECTRICAL & ELECTRONICS AND MISCELLANEOUR ITEMS**”. DRDA Balangir will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Bid’s rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Bid non-responsive/ invalid.
- b. The Authorized Company/ firm/ Dealer/ Supplier must have been registered under the relevant applicable law in Odisha State for Participation in the tender process, otherwise will be rejected out-rightly.
- c. Single Bid: A firm should submit **only one Bid**. If a firm submits or participates in more than one Bid, all such Bids shall be disqualified.
- d. If the Technical Bid is found complete and responsive, then his/her the financial bid will be opened.
- e. All bidders must comply with the Technical Specification, General conditions and Format/Requirements for Technical and Financial Bid.
- f. Each page, Form, Annexure and Appendices of the Technical and Financial Bid must be signed by the Authorized signatory of the firm.
- g. All blank spaces in the financial Bid must be filled in completely where indicated, either typed or written in blue/black ink.
- h. The rate should be written clearly without over writing.
- i. The Tender Paper duly filled must be submitted through **Registered Post/ Speed Post and Courier** only. Any Tender Paper received after due date will be out rightly rejected. DRDA Balangir will not be responsible for any postal delay or misplacement of the document.
- j. DRDA Balangir **reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.**
- k. The Bid shall be opened on the scheduled date and time at **28.04.2021 at 09.00 AM** at the Conference Hall DRDA, Balangir in the presence of the Bidder/representatives of the Bidder, who wish to be present on the spot at that time.

### TERMS AND CONDITION

#### **PRICE:**

1. Unit Price shall be inclusive of all Taxes, duties and charges for delivery & installation etc. including all complete at District Panchayat Resource Center, Balangir .
2. Negotiation may be made with the successful bidder. The negotiated price arrived shall stand firm and no variation shall be accepted. An agreement to the effect will be executed.



**VERIFICATION:**

3. (i) The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned Authorized Dealer/ supplier has to take back the rejected materials within seven (07) days from the date of rejection at his own expenses failing which the DRDA will not held responsible for any loss of materials. In case such materials are accepted with penalty as may be decided by the DRDA. The Authorized Dealer/ Supplier is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of the DRDA, Balangir.

(ii) Authorized Dealer/ Supplier shall provide guarantee/warranty (as applicable in each case) for the items supplied for a period of a least twelve month from date of supply. If any item found to be defective during the guarantee/warranty period, the same shall be replaced free of cost.

**PAYMENT:**

4. The payment shall be made after verification of the materials.

5. The Project Director, DRDA shall make the payment with due certification on Stock Procedure.

6. However, T.D.S. & TDS on GST (SGST & CGST) shall be deducted by the D.D.O, as per rate applicable, from the Bill of the Firm/ Authorized Dealer/ Supplier.

**PENALTY:**

7. In case of delay in delivery of materials and remaining undelivered with the stipulated time, delivery penalty @1/2% of the contract of the undelivered materials for each calendar week or a part of delay subject to maximum of 5% of such portion of the contract which remain undelivered shall be recovered. The date of receipt of materials in Head Quarters Office will be treated as date of supply.

**PAYING OFFICER:**

8. The PD, DRDA, Balangir shall be the Paying Officer.

**PERIOD OF VALIDITY:**

9. The Tender shall be valid for a maximum period of One year from the date of Opening of the Tender.

**DISCRETION POWER:**

10. The DRDA reserves the right:

(i) To reject all the Bids of the Firms/ Suppliers without assigning any reasons thereof:

(ii) To increase or to decrease the quantities of materials or to split up the quantities of the materials covered under the tender without assigning any reasons thereof:

(iii) To cancel the Work Order in the event of unsatisfactory supply/delay in supply of materials or non-observance of relevant clauses of the work orders.

(iv) To relax or withdraw any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.



**LEGAL JURISDICTION:**

11. Any dispute arises out of Work Order, shall be under the jurisdiction of the Civil Court, Balangir only.

**Annexure A – Technical Submission Checklist**

The Checklist to be provided as first page of the Technical Bid:

Sl. No.	Documents	Attached (Yes/No)
1.	Company/Firm/Agency/ Dealer Registration details	
2.	Income Tax Return acknowledgement	
3.	PAN Card	
4.	GST Registration Certificate & latest GSTR-3B filed	
5.	Proof of Experience/ Contracts	
6.	Undertaking for capacity to deliver in stipulated time frame	
7.	Turnover of the Bidder	
8.	Bid Security Declaration	
9.	Undertaking for no pending legal cases	
10.	Undertaking for no blacklisting	
11.	Undertaking for no cross ownership	

Seal & Signature of the Bidder:

Place:

Date:

*\*\*\* All documents are to be attached as per serial and pages to be numbered.*

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**APPLICATION FORMAT  
TECHNICAL BID**

For Supply of Office Furniture, Fixtures, Electronics, Electricals & Other Items

TENDER NOTICE NO. DRDA \_\_\_\_\_ Dated \_\_\_\_\_

1. Name & Address of the Firm/ supply Agency :
2. Details of Cost of Tender Paper : DD No. \_\_\_\_\_ Date \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on  
Bank \_\_\_\_\_
3. Full Office Address of the Company/ Dealer/  
Supplier Agency : \_\_\_\_\_  
\_\_\_\_\_  
Telephone No \_\_\_\_\_  
FAX No.: \_\_\_\_\_  
E- Mail Address \_\_\_\_\_
4. PAN No.: \_\_\_\_\_  
(Attach self attested copy)
5. GST Registration No.: \_\_\_\_\_
6. (GST Clearance Certificate for the preceding 6 months shall be attached)
7. Details of the three years experience in supplying the materials in Govt. Department/ PSU in the following format (if the space provided is insufficient, a separate sheet may be Attached) [Copy of the relevant Work Orders shall be attached].

**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 under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document re fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that out principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature :

Name and Designation and office Seal



Details of Experience of Similar Service during the last 03 years

Sl No.	Name of the Client/ Organization	Specification of materials supplied with year of supply	Quantity of materials	Total cost of the materials (in Rs.)
1				
2				
3				
4				
5				
6				

- Furnish the copy of documentary evidence in support of the information provided above.

Signature :

Name and Designation and office Seal

the

ANNUAL TURN OVER OF LAST 3 YEAR Amount (in Rs.)

PARTICULAT	FINANCIAL YEAR 2017-18	FINANCIAL YEAR 2018-19	FINANCIAL YEAR 2018-19

\*Furnish Audit report in support of the above Figure.

Signature :

Name and Designation and office Seal



**Annexure-B – Undertaking that Firm/ Institution has the capacity to supply Rs...../-  
(Rupees ..... only) office equipment in the time  
frame of 15 days from award of contract.**

**UNDERTAKING FOR SUPPLY OF OFFICE EQUIPMENT**

We confirm that we have the capacity to supply the required Office equipment amounting to Rs..... lakhs to district Panchayat Resource Center, Balangir as per their requirement in a time frame of 15 days from award of contract.

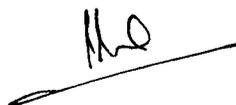
For and on behalf of:

.....  
.....  
.....  
.....

Signature (with Seal)

To

The project Director,  
District Rural Development Agency  
Balangir.

A handwritten signature in black ink, consisting of a stylized 'M' followed by a horizontal line.

Annexure-C – Undertaking that Firm/ Institution is not Blacklisted

**UNDERTAKING THAT THE FIRM/INSTITUTION IS NOT BLACKLISTED**

We confirm that we are not blacklisted by any Government Institution/ CPSE/ SLPE/ Local Authority.

For and on behalf of:

.....  
.....  
.....  
.....

Signature (with Seal)

To

The project Director,  
District Rural Development Agency  
Balangir.

He

**Annexure-D – Financial Bid**

Sl. No.	Product	Specification	Brand	Quantity	Unit Cost (in Rs.)	Total Cost
<b>A. FURNITURE &amp; FIXTURES:</b>						
1	Executive Chair					
2	Conference Chair					
3	Chair with Board					
4	Waiting Chair					
5	Reception Table					
6	Office Table					
7	Dining Table					
8	Sofa Set					
9	Almirah					
10	Training Table					
11	Book Shelves					
12	Bed (Guest Room)					
13	Dining Chair					
14	Locker					
15	Podium					
<b>Grand Total</b>						
Total Cost of equipments (in words in INR)						
<b>B. ELECTRICAL &amp; ELECTRONICS:</b>						
1	Cordless mike					
2	Public Address System					
3	Projector LED					
4	Projector Screen					
5	Photocopy machine					
6	Air Conditioner					
7	Wall Mounted Stabilizer					
8	Television					
9	Television					
10	Desktop					
11	Laptop					
12	All in one Printer					
13	Generator					
14	Inverter					
15	Water Cooler with RO inbuilt					
16	Water Purifier					
17	Refrigerator					
18	DSLR Camera					
19	Wall Clock					
<b>Grand Total</b>						
Total Cost of equipments (in words in INR)						
<b>C. MISCELLANEOUS:</b>						

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1	Mattress					
2	Blanket					
3	Blanket					
4	Dari					
5	White Board					
6	Iron Rack					
7	Name plate					
8	Aluminium Box					
9	Fire Extinguisher					
<b>Grand Total</b>						
<b>Total Cost of equipments (in words in INR)</b>						

**\*\* The cost of office equipments should be maximum as mentioned in the indicative list above of all the taxes, transportation cost and any other costs involved.**

Seal & Signature of the Bidder:

Place:

Date:

