

**OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER,**  
**SOUTHERN DIVISION, ODISHA, BERHAMPUR**

No. 1797//NIZ

XX-39/2023

Dated 18-09-2023

**QUOTATION CALL NOTICE**

Fresh sealed quotations are invited from the registered dealer's / suppliers / vendors located at Berhampur having valid GSTIN under OGST Act 2017 and PAN for supply of for supply of Computer Consumables as per list mentioned below for official use of **Office of the Revenue Divisional Commissioner, Southern Division, Odisha, Berhampur** for a period of one year on annual rate contract basis as per terms & condition specified below:

SL No.	Item	Price per Unit	GST	Total Price per unit including GST
1.	Refilling of Toner/Printer Cartridge Black HP LaserJet M233dw (137 A)			
2.	Refilling of Toner/Printer Cartridge Black HP LaserJet 1606 DN			
3.	Refilling of Toner/Printer Cartridge Black HP LaserJet 1007			
4.	Refilling of Toner/Printer Cartridge Black HP LaserJet Pro 4203 dw			
5.	Refilling of Toner/Printer Cartridge Black Canon 103/303 - 703			
6.	Refilling of Toner/Printer Cartridge Black Canon LBPb 230 dn			
7.	Refilling of Toner/Printer Cartridge Black HP LaserJet P-1108			
8.	Refilling of Toner/Printer Cartridge Black HP LaserJet Pro-M202dw			
9.	Refilling of Toner/Printer Cartridge for HP Ink tank wireless-419 (Colour Printer)			
10.	Refilling of Toner / Cartridge for Canon iR21161 (Xerox Machine)			

11.	Refilling of Toner / Cartridge Sharp AR-6020 Dv			
12.	Computer Mouse (Good quality) – Wireless (Tenda / Adopter)			
13.	Keyboard – Wire			
	-- wireless			
14.	Pen Drive – HP (8 GB)			
15.	Pen Drive – HP (16 GB)			
16.	Pen drive port			
17.	Anti-Virus (Quick-Heal)			
18.	Mouse pad (Good Quality)			

#### Terms & Conditions

1. The last date for receipt of sealed quotation through post / in person by **Office of the Revenue Divisional Commissioner, Southern Division, Odisha, Berhampur** is **04.10.2023 up to 5:30 P.M on all working days.** Any quotation received after the last date will not be considered. The sealed envelope containing the quotation should be super-scribed on the top of the envelope **“Quotation for Supply of Computer Consumables on Annual Rate Contract Basis to Office of the Revenue Divisional Commissioner, Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam in reference to Notice No. \_\_\_\_\_ / Niz dt. \_\_\_\_\_”**.

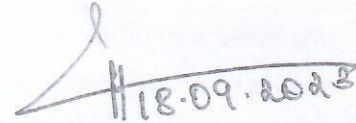
The tenders should be addressed to:

**The Secretary,  
Office of the Revenue Divisional Commissioner,  
Southern Division, Courtpeta, Berhampur-760004, Dist-Ganjam.**

2. Separate rate for separate make / model may be quoted for tonner, drum & cleaning blade.
3. The quotation shall be opened on dt.05.10.2023 at 4:00 PM before the Purchase Committee. The vendor or his representative may remain present during opening for which they may indicate their email address for communication.
4. The quantity of refilling of Cartridge shall be based on requirement and availability of funds.

5. The Vendor should furnish copy of valid GST Registration Certificate.
6. The rate quoted should be inclusive of GST.
7. The vendor shall provide free spare and service to cartridges refilled by him & other items as mentioned in the list which are found not functioning after supply in the office.
8. Any damage to printer or Cartridge due to refilling of Cartridge / Toners leakage will be borne by Service Provider without any charge.
9. The Service Provider shall inspect the Cartridges / Toners / Mouse / Keyboards etc. immediately upon receipt of intimation for refilling of cartridges / Toners or any issue with other items, and shall notify the office immediately if there is any damage.
10. A Complaint of defect or damage if received afterwards shall be the responsibility of the Service Provider to collect faulty Cartridges / Toners and get it repaired without charging any extra cost.
11. The Vendor should refill the cartridge of printer & supply the items within 24 hours from the receipt of intimation.
12. Payment shall be made subject to supply & receipt of materials found in good condition & stock entry.
13. The validity of rate of items should be for a period of one year i.e. till 31.03.2022 and may be extended further depending upon the service.
14. The Revenue Divisional Commissioner, Southern Division, Berhampur reserves the right to reject/cancel any or all the quotations without assigning any reasons thereof.
15. The quotations must be accompanied by **Quotation document Cost of 1000/- (Rupees One Thousand) only** (Non-refundable) and **EMD of Rs.10,000/- (Rupees Ten Thousand) only** by way of demand draft, drawn on any Nationalized/Scheduled Bank in favour of the RDC, Southern Division, Berhampur payable at Berhampur. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the job without interest.
16. The firms should clearly mention the name of the organization / firm, Address, Phone no. & e-mail id clearly on the quotation.
17. While opening the quotations, the quotationers are free to attend themselves or through their representatives with proper authorization.

18. The quotations will be opened at given date & time as mentioned in the notice. Quotations will be opened irrespective of attendance of single quotationer also.
19. The successful bidder will collect & deliver all the items without charging any transportation cost.
20. The Revenue Divisional Commissioner, Southern Division, Berhampur will reserve all the decision making rights.

  
18.09.2023

AFA-cum-Under Secretary to RDC, SD

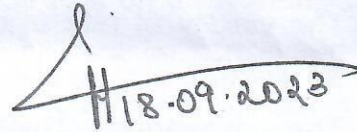
Memo No

1798

dated: 18-09-2023

Copy to:

- i) Office Notice Board for information of general public.
- ii) Nazir of this office for information & necessary action. He is directed to make necessary arrangement for hoisting the quotation call notice in the official website of this office for wide publicity.

  
18.09.2023

AFA-cum-Under Secretary to RDC, SD