



## OFFICE OF THE SUB COLLECTOR, ANANDPUR

ଉପ-ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଆନନ୍ଦପୁର

### QUOTATION CALL NOTICE

No. 1378 /Niz Date. 10.02.2025

Sealed quotations in enclosed format are invited from the intending firms for supply of **Computer Set and Laser Jet Printer** for use in Social Security Section of Office of Sub-Collector, Anandapur. The description of the goods to be required are given at Annexure-I

<u>SCHEDULE OF EVENTS</u>	
1. Last date for receipt of Quotations:	<b>24.02.2025 (2.00 P.M)</b>
2. Opening of Bids/Quotations:	<b>24.02.2025 (4.30 PM)</b>

The quotation call notice is available in the office of the Sub-Collector, Anandapur and submits the sealed Quotations addressed to the Sub-Collector, Anandapur at the office of the Sub-Collector, Anandapur. The sealed Quotation can also be submitted by putting the same in the sealed drop box placed at the office of the Sub-Collector, Anandapur. Modifications / Corrigendum if any detected / felt necessary at a later stage will be published on the Office Notice board only. Hence the bidders are advised to visit frequently the Sub-Collector's Office, Anandapur to track any modifications/ corrigendum etc. or to know the details of articles as required this connection.

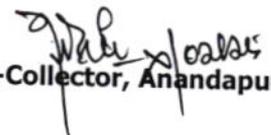
Canvassing in any form shall be liable for disqualification.

Last date of submission of quotations is **24.02.2025 at 2.00 P.M.** No quotations will be received after due date and time.

The Sub-Collector, Anandapur reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed quotations papers by the due date only by Speed Post/ Regd. Post/ dropped in the assigned drop box kept at the election section of Sub-Collector's Office as mentioned above.

The Quotation received will be opened on **dt. 24.02.2025 at 4.30 P.M** at the office of the Sub-Collector, Anandapur by the purchase committee in presence of the quotationers, if any.

  
Sub-Collector, Anandapur

**Terms and Conditions:**

1. The **sealed envelope** containing the proposal must be delivered to the Sub-Collector, Anandapur by Speed post / Registered post/ courier or dropped in the assigned drop box kept in the Sub-Collector's Office (Election Section) **with super scribe the items of quotation viz. "Computer Set and Laser Jet Printer etc for Social Security Section of Office of the Sub-Collector, Anandapur"**. Bid received after the due date will not be entertained and shall liable for rejection.
2. The sealed envelope containing the proposals must be delivered to the given address by registered post/ speed post/ drop box at the places specified with super scribed the number of quotation call notice. Bids received after due date will not be entertained and shall liable for rejection.
3. The quotation paper can be obtained from the Sub-Collector's Office, Anandapur or downloaded from any source.
4. Photocopy of valid PAN CARD, GSTIN registration certificate, must be enclosed by the quotationers.
5. Any legal dispute arises out of this is subject to jurisdiction of Anandapur only.
6. The quotationers should have not been blacklisted by any Government organization. If found later on, the action shall be initiated against the firm as per the law.
7. Delivery must be made to the Sub-Collector, Anandapur within seven days from the date of order.
8. The Sub-Collector, Anandapur reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot / distribute the work to L2 supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
9. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Sub-Collector, Anandapur will have the right to cancel the order/ contract without assigning any reason thereof.

  
Sub-Collector, Anandapur

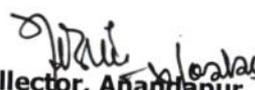
Memo No. 1379 / Niz Dated: 10.02.2025

Copy forwarded to Sub-Collector, Champua/Keonjhar /all BDOs/ all Tahasildars/ all Executive Officers of ULBs / All CDPOs of Keonjhar district for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy forwarded to D.G.M.NIC, Keonjhar with request to publish the Notice on Keonjhar District portal for wide publicity among the General Public.

Copy to all members of the Purchase Committee for information and necessary action.

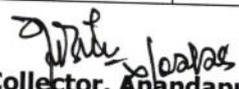
Copy to Notice Board for information all public.

  
Sub-Collector, Anandapur

**Annexure-I****DESCRIPTION OF GOODS & SERVICES TO BE SUPPLIED**

<b>Quotation Call Notice No.</b>	
<b>Name of the Supplier/ Firm/ Agency</b>	
<b>Address of Supplier/ Firm/ Agency</b>	
<b>PAN No. (copy to be attached)</b>	
<b>GSTIN No. of Supplier/ Firm/ Agency (copy to be attached)</b>	

Sl. No.	Description of Goods	Make	Model Name/ Number	Technical Specification	Rate quoted for per unit (Including all taxes and delivery)
Computer Set	All-in-One Desktop	HP & Dell		Core i5, 13 <sup>th</sup> Generation, Windows 11, RAM- 16GB DDR-4, SSD-1TB, Office minimum-2007, Screen min.-27 inch, Colour- White, Intel Uma Graphics, Wireless Key board, Mouse, Web Cam.	
Printer	All-in-One Laserjet Printer (Print, Scan, Copy)	HP		Laser Jet, Auto duplex, Printing minimum 20 PPM, Resoulution 600X600 dpi, Scanning minimum 20 PPM, Memory Minimum-16MB, Compatible for Desktop, Laptop, Compatibility OS- Windows	
Printer	All-in-One Laserjet Printer (Print, Scan, Copy)	Canon		Laser Jet, Auto duplex, Printing minimum 20 PPM, Resoulution 600X600 dpi, Scanning minimum 20 PPM, Memory Minimum-16MB, Compatible for Desktop, Laptop, Compatibility OS- Windows	

  
 Sub-Collector, Anandapur  
**Annexure-II**

**DECLARATION**

I/We hereby undertake to abide by all the rules and regulations formulated by this office and mentioned in the Sealed Quotation Notice No. \_\_\_\_\_ date \_\_\_\_\_ of the Sub-Collector, Anandapur. I/We also undertake to follow the final decision taken by the Sub-Collector, Anandapur in case of any dispute in future and we will supply materials as and when required.

Name of the Vendor/Bidder/Manufacturer

**Checked mandatorily to be submitted by the Vendor/Bidder**

1. Declaration that we will supply material as and when required of receipt of supply order
2. GST Return (Minimum 02 Years)
3. IT Return (Minimum 02 Years)
4. Valid PAN Number