

No.IVS- 12/2018- 1033 /OSSC.,

Date:- 09.4.18

QUOTATION CALL NOTICE

Sealed Quotations are invited from interested Manufactures/Suppliers/Dealers having valid GST registration no. for supply of one no. of Copier Machine as per the specification given below for official use in Odisha Staff Selection Commission, Bhubaneswar with terms of buy back of old Rico Aficio-2500 Xerox machine. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before 20.04.2018 by 3.00 PM and shall be opened on the same day at 3.30 PM in presence of the bidders or their authorized representatives.

1. Name of the Items:-

Brief Description of the Items	Specification	Delivery period	Place of delivery	Installation Requirement, if any
HP Laser jet MFP M436 Series	Automatic two-sided printing and copying at upto 23 ppm1	Within 15 days	Odisha Staff Selection Commission, Barrack No.1, Unit-V, Bhubaneswar	
Buy back of old Ricoh Aficio-MP 2500 Xerox machine				Buy back

2. Bid Price

- (a)The transportation charges also to be included in the Bid Price.
- (b)All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- (c)The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (d)The prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation

4. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

5. Evaluation of Quotations

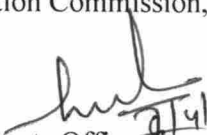
The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a)are properly signed and
- (b)confirm to the terms and conditions, and specifications.

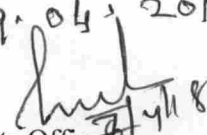
6. Award of contract

- 6.1 The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
7. Payment shall be made after delivery of the goods through account transfer cheque after submission of the bills and vouchers.
8. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
9. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
10. Notwithstanding the above, the Odisha Staff Selection Commission reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the Secretary, Odisha Staff Selection Commission, Bhubaneswar.

Memo No. 1034/OSSC.,
Copy forwarded to Office Notice Board.

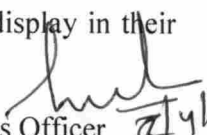

Accounts Officer 7/4/18

Date:- 09.04.2018


Accounts Officer 7/4/18

Memo No. 1035/OSSC.,
Copy forwarded to all Departments of Government/H.O.Ds for display in their Notice Board for information.

Date:- 09.04.2018


Accounts Officer 7/4/18

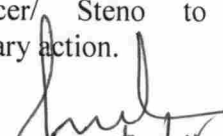
Memo No. 1036 /OSSC.,
Copy forwarded to Statistical Assistant with request to flash the Quotation Call Notice in office website www.oss.gov.com .

Date:- 09.04.2018


Accounts Officer 7/4/18

Memo No. 1037 /OSSC.,
Copy forwarded to Under Secretary/Accounts Officer/ Steno to Secretary/Establishment Officer/ Store(I/C) for information and necessary action.

Date:- 09.04.2018.


Accounts Officer 7/4/18

EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone No. Fax No. E-mail address:	
3	Are you a dealer/reseller	
4	Trade Tax/GST Registration No. with Place(Copy to be attached)	
5	TIN/PAN No.(with copy of certificate)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender 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 tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:


Accounts Officer

Odisha Staff Selection Commission
Bhubaneswar

FORMAT OF QUOTATION*

Sl. No.	Description Goods	Specifications	Rates offered

Gross Total Cost: Rs.....

Total bid price (including Taxes and Other) in Rs. _____ (in numbers)
_____ (in Words)

Signature of the Bidder

Name of the Firm/Agencies

Address

Date:

Place

Seal


Accounts Officer
Odisha Staff Selection Commission
Bhubaneswar

FORMAT OF QUOTATION*

Sl.No.	Description Goods	Rates offered
	Buy back of Old Copier Machine	

Gross Total Cost: Rs.....

Total bid price (including Taxes and Other) in Rs. _____ (in numbers)
_____ (in Words)

Signature of the Bidder

Name of the Firm/Agencies

Address

Date:

Place

Seal


Accounts Officer
Odisha Staff Selection Commission
Bhubaneswar