

Odisha Information Commission
Block B-1, Toshali Bhawan, Satyanagar
Bhubaneswar-751007
Ph: (0674) 2571401
(website: www.oic.nic.in)

Quotation Call Notice

No. 10183 / OIC Dt. 06.03.19

Sealed Quotations in plain paper/ letter pad in the prescribed format alongwith copy of GST certificate are invited from intending registered firms/ suppliers/ authorised dealers/ co-operative stores/ original equipments manufacturers for supply of original new HP make laser printer cartridges; compatible cartridges of different models, cartridge ribbon for LQ-2090 Dot Matrix Printer and Tonner bottles for RICOH make and Canon make photocopiers as indicated in **Annexure – A** of the Notice. The firms have to offer their price of each individual item including GST. The approved item will be procured in phase manner as and when necessary through out the year. The firm re-cycling the empty cartridges may also quoted the price for re-cycling of each model separately super scribe on the envelope "Quotation for re-cycling the empty cartridges". In case of re-cycling, use of the best quality ink powder will be strictly adhered to.

2. The Firms should enclose the earnest money of **Rs. 5000/- (Rupees Five Thousand only)** in shape of A/c Payee Bank Draft/ Pay order payable to **DDO, Odisha Information Commission payable at Bhubaneswar**. The EMD of the successful firm will be released only on satisfactory completion of the supply through out the year, if fails, the EMD will be forfeited. The EMD of unsuccessful firms will be released after completion of the tender process. **Relaxation/ exemption of submission of EMD will not be entertained under any condition/ circumstances.**

3. The quotations should reach the undersigned by **25.03.19 upto 04:00 P.M.** and shall be opened **on 26.03.19 at 11.30 A.M.** in the presence of the quotationer/ representatives of the firm. The item wise short list shall be prepared basing on the lowest rate offered by the firm. The authority reserves the right to reject any or all quotations without assigning any reason thereof. Purchase Order may be placed on more than one intending firms basing on the **quality and price of the item**. The quotations received in incomplete shape or after the scheduled date and time shall be summarily rejected. The rates so quoted shall be inclusive of all taxes, charges and delivery at site.

4. The accepted quotations and approved price shall remain valid for one year from the date of approval of the rates unless a decision to the contrary is taken by the appropriate authority of the Commission.

FORMAT

Name of the Firm
(with full Address)

Sl. No.	Name of the item(s)	Brand	Model No.	Price per unit including GST

Memo No. 10184 /OIC Dt. 06.03.19

Copy along with copy of Annexure - 'A' forwarded to Sri K.C. Mohapatra, System Asst. to upload the notice in the website of the Odisha Information Commission for wide publicity.

fw
06/03/2019
AFA-cum-Under Secretary

Memo No. 10185 /OIC Dt. 06.03.19

Copy along with copy of Annexure - 'A' forwarded to Desk Officer of the Commission with a request to display a copy of the notice in the Commission's Notice Board for information of the public.

fw
06/03/2019
AFA-cum-Under Secretary

fw
06/03/2019
AFA-cum-Under Secretary

Annexure – 'A'

List of different models of Cartridges/ Toner bottles

Sl. No.	Name of Items	Model No.
1.	New Laser Printer Cartridge (HP make)	12A, 88A, 36A
2.	Compatible Cartridges	12A, 88A, 36A
3.	Tonner bottles for RICOH make Photocopier	1230D and 2501L
4.	Tonner bottle for Canon make Photocopier	NPG - 28
5.	Ribbon cartridges for Epson Dot Matrix Printer	LQ - 2090

A.P.
06/03/2019
AFA-cum-Under Secretary

Annexure – 'B'

Name of the Firm
(with full Address)

Price for re-cycling the empty cartridges/ toner bottle

Sl. No.	Name of the item(s)	Model No.	Price per unit including GST

A.P.
06/03/2019
AFA-cum-Under Secretary