



**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
EAST COAST RAILWAY, 3rd FLOOR, NORTH BLOCK,
CHANDRASEKHAR PUR
BHUBANESWAR-17**



No:PDA/ECOR/BBS/EDP/31-17/AMC/2018-19/40

Date:10/08/2018

NOTICE INVITING TENDER

Sealed quotations are invited from Registered Firms / Co-operative Stores of Bhubaneswar for supply of stationery during 2018-19. The quotations should reach the Director O/o the Principal Director of Audit, East Coast Railway, Bhubaneswar Odisha duly super scribed “**Quotations for Computer stationery articles**” on or before **3 P.M. of 20.08.2018**, and the same will be opened on 20.08.2018 at **4 P.M.** Quotations received after the scheduled date and time will not be entertained. List of the items and other terms and conditions of the quotation enclosed.

Sd/-

Director/ECOR/BBS

TERMS AND CONDITIONS:

1. The selected vendors should supply the items on credit basis within 48 hours from the date of receipt of purchase/supply order and F.O.R. destination. Non-supply within 48 hours would entail penalty of 2% of the cost of articles ordered subject to a maximum of Rs. 500/- adjustable from final bill.
2. The payment will be made subject to the condition that the articles are delivered in full, in good condition and in conformity with the approved sample and specifications.
3. The rate should be quoted for the specific Brand/Make suggested by this office against the items. For items where Make/Brand is not specified, the intending suppliers may see the sample in this office on any working day before quoting the rate.
4. Quotationers should be registered dealer having a Permanent Account Number (PAN) and should furnish copies of the up-to-date GST certificate and I.T. clearance certificates from the competent authority along with the quotations.
5. The rate of articles quoted may include all the taxes including GST and transportation costs in the list of items supplied to this office along with quotations notice.
6. The rate so quoted shall remain unchanged for the year 2018-19 from the date of acceptances of the quotation or till next quotation whichever is earlier. Purchase will be made as and when requirement arises.
7. The quotations must accompany the samples duly stamped and rate mentioned there in for items for which no Brand/Make mentioned/fixed by this office as per the list of items enclosed.
8. In case the approved firm/Supplier fails to supply at the approved rate during the contract period for any reason, his/their quotations for the next time will not be considered and he will be black listed.
9. The competent authority reserves the right to cancel of any part or whole of the quotations without assigning any reason thereof. In case of any dispute the decision of the Principal Director of Audit is final and binding.
10. This office may inspect the potentiality of the firm, if necessary.
11. Submission of more than one quotation by a particular quotationer under different names is strictly prohibited.
12. Conditional quotations will not be accepted
13. Rate (including taxes) should be quoted exclusively in the list of items supplied by this office to facilitate comparison of items.

Sd/-

Director/ECOR/BBS

Annexure-I
List of Computer Stationery Items

Sl. No.	Item Particulars	Unit	Brand	Price
1	CD (R) with Cover	Each		
2	DVD with Cover	Each		
3	Cartridge HP Laserjet 12A	Each		
4	Cartridge HP Laserjet 88A	Each		
5	Cartridge HP deskjet 802	Each		
6	Cartridge HP Inkjet 678	Each		
7	Cartridge HPInkjet 680	Each		
8	Pen drive(16GB)	Each		
9	Pen drive(32GB)	Each		
10	Key Board	Each		
11	Mouse	Each		
12	Usb Hub	Each		
13	Portable Drive	Each		
14	Micro SD card	Each		
15	CD/DVD bag	Each		