

**GOVERNMENT OF ODISHA  
HOME (ELECTIONS) DEPARTMENT**

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**QUOTATION CALL NOTICE**

Dated Bhubaneswar the 18<sup>th</sup> January, 2018

No. IV(E)-16/2016/ 435 Elec. Sealed Quotation in plain paper / letter pad are invited from intending Firms / Authorized Dealers / Suppliers having valid GST Registration No for installation of photo copier machine on hiring basis in Home (Elections) Department for official use.

2. The Quotationers should have valid GST No (self attested copy of the GST registration certificate is to be submitted). The Quotationers shall have to furnish their offer price for photo copying of each page including all charges excluding GST thereon (taxes are to be indicated separately) in the format at Annexure-A along with term and conditions if any. Under no circumstances, they would be allowed to indicate any other type of taxes and no other terms and conditions will be accepted after finalization of the quotations. The quotationers are required to provide all equipment, spare and service charges and consumables.

3. The quotationers are required to provide Xerox machine in good condition, all equipment, spare and service charges and consumables including toner. It will be incumbent upon the quotationer / bidder to ensure that the Xerox machine works in good condition.

4. The quotationer / bidder will be required to visit for verification once in a fortnight only in the presence of senior officer of OE branch.

The specification of machine should be as follows.

<b>Machine Type</b>	<b>Speed</b>	<b>Nature</b>
Heavy Duty	Not less than 20 ppm	Automatic (back to back complete 10 sets at a time)

5. The Quotationers will be required to repair the photo copier machine within 24 hours of working day in case of minor repair and within 3 days of major repair. And in case of non working of the machine beyond three (03) days there will be penalty of Rs. 100/- per day.

6. The Quotationers are required to deposit an amount of Rs.1,000/- (Rupees one thousand) only as the EMD and secondly, the successful bidder will have to deposit an amount of Rs.2,000/- (Rupees two thousand only) as security.

7. The Quotations should reach the undersigned by **09.02.2018** up to 2.00 P.M. at the latest and the same shall be opened on the same day at **04.00 P.M** in the presence of Quotationers or their authorized representatives, if they so desire.

8. The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The authority reserves to cancel Quotation Call Notice without assigning any reason thereof.

9. The accepted Quotation of L1 Quotationer will be valid for one year unless a decision to the contrary is taken by this Department.

*WBS*  
18/01/18

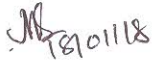
Asst. Chief Electoral Officer-cum-  
Under Secretary to Government

PTO

Memo No./Elec. 436 Dated : 18th January, 2018

Copy to Under Secretary to Government, IT Department / Head State Portal Group, NIC, Odisha Secretariat, Bhubaneswar for information and necessary action.

They are requested to float the quotation call notice in State Portal as well as website of Home (Elections) Department ([www.ceoorissa.nic.in](http://www.ceoorissa.nic.in)) for wide publicity.

  
Asst. Chief Electoral Officer-cum-  
Under Secretary to Government

**Annexure-A**

<b>Machine Type</b>	<b>Speed</b>	<b>Cost per Page (Excluding Tax)</b>
(1)	(2)	(3)