

OFFICE OF THE ASSISTANT DIRECTOR (HANDICRAFTS), GAJAPATI
DISTRICT INDUSTRIES CENTRE PREMISES,
NEAR DISTRICT AGRICULTURE OFFICE, PARALAKHEMUNDI-761200,
E-Mail: - adhgajapati@gmail.com

Letter No- 510/2022

Dated. 07.12.2022

QUOTATION CALL NOTICE

Quotations in plain paper are invited from the intending registered firms/shop/dealers to supply of Desktop, Laptop and Printer to Assistant Director (Handicrafts), Gajapati. The specification of the items are as detailed below. The quotations along with valid PAN and GST should reach the under signed by Registered Post/Speed Post/ by hand in sealed cover on or before 01.00 PM on 10.12.2022. All the quotations shall be opened on the same day i.e. at 4.00 P.M. in the presence of the quotationer or their authorized agents. The office is not responsible for absence of any quotationer or their authorized agent during the opening of quotations. The quotation Paper received beyond the date and time mentioned above shall not be taken into consideration. The rate should be inclusive of all taxes and transportation. The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

Sl. No.	Items	Description of item	Total Quantity required
01	Laptop Computer	1. Intel Core i3 processor 2. 11 th /Latest Generation Processor 3. 8 GB RAM 4. 15.6" display 5. 256 SSD & 1 TB Hard Disk Drive (HDD) 6. OS Preloaded windows 11 + O 7. Min 2 years warranty	01 No
02	Multi-function printer	1. Multi-Function printer (Print / Scan / Copy) 2. Inkjet / LaserJet Type 3. USB Port supportable 4. Duplex scan / print 5. Min 2 years warranty	01 No
03	Desktop Computer	1. Intel Core i3 processor 2. 11 th /Latest Generation Processor 3. 8 GB RAM 4. 20" display 5. 256 SSD & 1 TB Hard Disk Drive (HDD) 6. OS Preloaded windows 11 + O 7. Min 2 years warranty	01 No
04	UPS	1. 600 VA (360 watts) 2. Min 2 years warranty	01 No.


Assistant Director (Handicrafts),
Gajapati

Terms and Conditions:-

1. The Agencies/ Firm have to submit the GST Clearance with the quotation.
2. The attested copies of Dealership Certificate if any of the item to be supplied.
3. The quotation should be submitted indicating the unit cost & price separately both in figure & words inclusive of all taxes, transportation costs and fitting and fixings.
4. The quantities mentioned in the above specification are approximate and may vary up word or down word during issue of supply order.
5. Tender Paper and submitted documents should be signed in each paper by the tenderer.



Assistant Director (Handicrafts),
Gajapati

Memo No. 511 Date. 07-12-2022

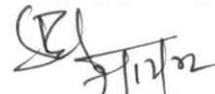
Copy to Notice Board, O/o Assistant Director (Handicrafts),
Gajapati/ GM, DIC, Gajapati for wide publication.



Assistant Director (Handicrafts),
Gajapati

Memo No. 512 Date. 07-12-2022

Copy submitted to the District Informatics Officer, NIC,
Gajapati with a request to publish the Quotation call notice in the District website.



Assistant Director (Handicrafts),
Gajapati

Financial Bid Format (Rates to be quoted by the bidder in the following format)

Sl. No.	Items	Description of item	Total Quantity required	Make and Model	Rate Quoted /per unit	
					In word	In figure
01	Laptop Computer (HP/ DELL / Lenovo/ etc.)	1. Intel Core i5 processor 2. 11 th /Latest Generation Processor 3. 8 GB RAM 4. 15.6" display 5. 256 SSD & 1 TB Hard Disk Drive (HDD) 6. OS Preloaded windows 10 professional 7. 3 years warranty	01 No			
02	Multi-function printer (EPSON / HP / etc)	1. Multi-Function printer (Print / Scan / Copy) 2. Inkjet / Laserjet Type 3. USB Port supportable 4. Duplex scan / print 5. 3 years warranty	01 No			
03	Desktop Computer	8. Intel Core i3 processor 9. 11 th /Latest Generation Processor 10. 8 GB RAM 11. 20" display 12. 256 SSD & 1 TB Hard Disk Drive (HDD) 13. OS Preloaded windows 11 professional 14. Min 2 years warranty	01 No			
04	UPS	3. 600 VA (360 watts) 4. Min 2 years warranty	01 No			

- Certified that the documents and information furnished above are correct and no part of it is false and fabricated.
- I/We agree to supply the required quantity of materials within the stipulated date in accordance with supply order.
- Certified that I/We have not ever been blacklisted from any Govt. Office / Institution/School / Board / University / Organization / Govt. Agency, etc. for any reason at any point of time and no legal case / proceedings is pending against the agency as on date.

Date:

Signature with seal of the Owner /
Proprietor / Authorised Signatory of
the firm