

COLLECTORATE : NABARANGPUR
(Election SECTION)

No 693 /III- 38/2018

Dated 07 .08.2018

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from the intending Firms for supply of the following articles. The sealed quotations should reach to the undersigned (Election Section), Collectorate, Nabarangpur on or before 3.00 PM, 14.08.2018 . The sealed quotations will be opened by the undersigned on 14.08.2018 at 4.00 PM in presence of the bidders or their representatives by the Members of Purchase Committee. Those firms having items mentioned below under EPM rate contract / DGS & D rate contract will be given priority.

Quotations for the following articles.

Sl.No	Name of the Articles	Quantity
01	Tonner Cartridge (HP Laserjet P 1108)	01
02	Tonner Cartridge (Canon LBP 2900 B)	01
03	Tonner Cartridge for Xerox 5016	01
04	Xerox paper (A4)	50 reams
05	Bound register (400 pages)	10
06	Printed File leaf	400
07	File pad	20
08	Guard File	10
09	Gum paste (Big)	02
10	Stapler Pin (Big)	10 pkt
11	Stapler Pin (Small)	10 pkt
12	Cash Book	01

SPECIFICATION TERM & CONDITIONS

01. Valid GST/ Income Tax number should be furnished with the Quotation.
02. The rate of the articles offered by the quotation should be inclusive of all taxes and transportation charges to Collectorate, Nabarangpur
03. The lowest quoted rate of the firm will be approved.
03. The rate to be quoted should be valid for the financial year 2018-19
04. If the Suppliers fails to supply the required items within seven days of placing order, the quotation shall automatically cancelled form the date.
05. The undersigned shall have the right to modify / reject all or any of the quotation without assigning any reason thereof.

Memo No 694/2018

Addl. District Election Officer
& A.D.M., Nabarangpur
Dated 07 .08.2018

Copy to Notice Board of Collectorate, Nabarangpur.

Copy to Sub-Collector & ERO, Nabarangpur / Tahasildar, Nabarangpur / B.D.O., Nabarangpur E.O., Municipality, Nabarangpur with a request to publish this notice in the notice board of their offices.

Copy to DIO, NIC, Nabarangpur with a request to upload the quotation call notice in the District Website.

Addl. District Election Officer
& A.D.M., Nabarangpur