

**DISTRICT RURAL DEVELOPMENT AGENCY: DEOGARH**

No: 2525 / DRDA

Date: 17.7.18

**Quotation Call Notice for Procurement of Xerox Machine & Digital Camera**

Sealed Quotation Papers are invited from the intending Authorized dealers / registered firms for procurement of 1 (one) Xerox Machine & 1 (one) Digital Camera for DRDA, Office Deogarh. The firms may Quote rates as per the configuration as indicated below. The lowest quoted rates by the Firms will be approved by the Committee.

The Quotation call papers complete in all respect in the prescribed format along with all required documents in sealed cover shall reach the PD DRDA, Deogarh on or before 25.07.2018 up to 12.30 P.M. by registered post / Speed Post/Courier/Drop box only. The Quotation Papers will be opened on same date at 4.00 P.M. by the under signed in the presence of Quotationers. The Quotation papers received beyond the schedule date and time shall not taken into consideration. The PD, DRDA, Deogarh, reserves the rights to reject any or all the Quotations without assigning any reason thereof and shall bear no liability whatsoever consequent upon such decision.

**Terms and Conditions of Quotation Call Notice**

1. The intending Registered Firms should be a bonafied registered body having valid Registration Number.
2. The Organization should have valid PAN/GSTIN holder having up to date GST clearance certificate.
3. Rate Quoted shall be inclusive of GST charges.
4. The Specifications are enclosed in a separate sheet for reference.

  
Project Director,  
DRDA, Deogarh.

Memo No: 2526 / DRDA

Date: 17.7.18

Copy forwarded to the Office Notice Board / Notice Board of Collectorate, Deogarh/ All BDOs of Deogarh District for information and necessary action with a request to display the Quotation call notice in the Notice Board of their respective offices.

  
Project Director,  
DRDA, Deogarh.

Memo No: 2527 /DRDA

Date: 17.7.18

Copy Forwarded to DIO, NIC, Deogarh to webhost the Quotation call notice in District web site for wide publication.

  
Project Director,  
DRDA, Deogarh.

### **Procedure for Procurement:**

<b>SL No</b>	<b>Item to be procured</b>	<b>Model</b>
1	Xerox Machine	Canon ir 2204n with duplex, DADF Toner
2	Digital Camera	Nikon D5600

1. Procurement of the above mentioned items is to be done as per the guideline for procurement of goods of the Finance Deptt. Vide Letter No.4939 Dtd.13.02.2012 & PR & DW Department Letter No15769/PR&DW Dtd.21.08.2017.
2. Agency for Supply of Xerox Machine & Digital Camera for DRDA. Office shall be selected through the District Level Purchase Committee chaired by the PD, DRDA of the District.
3. The above mentioned items of reputed brands such as Canon & Nikon only may be procured.
4. The items are to be delivered & installed at the Office of the DRDA, Deogarh by the Selected Agency as per the list provided by the DRDA Office. The Contract is to be awarded on the above condition.
5. The items provided for the office of the DRDA, Deogarh is to be entered in the Asset register after proper numbering of the items.

### **Specifications of different Items:**

#### **Xerox Machine**

Type	: Multifunctional Office Machine
Technology	: With Separate Drum and Toner
Minimum Speed Per Minute in A4 size	: 22 CPM
Memory (RAM)	: 512 MB
Duplexing Feature Availability	: Yes
Network Feature Availability	: Yes
Document Feeder	: DADF
Wi-Fi	: Yes
Tray Capacity	: 250 Numbers

**Digital Camera**

**Nikon D5600**

Type : DSLR  
Image Quality : 18 MP (HD) or More  
With Lens: : 18-55 MM  
Extra features : Wi - Fi GPS

  
**Project Director,  
DRDA, Deogarh.**

**Terms & Condition:**

**ANNEXURE -A**

SL No	Terms and Conditions	Documents to be Submitted
1	The intending Registered firms should be a bonafied registered body having valid registered No.	Attested photo copy of registration certificate
2	The Organization should be a valid PAN/GST holder having up to date GST clearance certificate	Attested copy of GST clearance certificate PAN Card and GST
3	It should not be a black listed Organisation by any Govt. Organization.	Declaration in separate Sheet
4	Rate quoted shall be inclusive of GST charges	
5	The quotation which is not as per specification will not be considered.	
6	The rate quoted against this Quotation shall remain valid up to 1 month after publication of approved rate. No request to increase in rates will be allowed or entertained during this period.	
7	Part Quotation of specified quantity of an item will be rejected.	
8	The authority reserves right to reject any or all the quotations without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.	

  
**Project Director,  
DRDA, Deogarh.**

### QUOTATION FORM

1	Name of the Firm / Bidder (In Capital Letters)	
2	Address of the Organisation	
3	Name of the Authorized Signatory (In block Letters)	
4	Telephone/Mobile No of Authorized Signatory	
5	Registration No (Attach attested copy of Registration Certificate)	
6	GST Clearance Certificate	
7	PAN No (Attach attested copy of PAN)	
8	Authorized Dealer Certificate	
9	GSTIN No (Attach attested copy of GSTIN)	
10	Whether all Documents submitted signed by the authorized signatory of the Firm (Yes/No)	

### Price Quoted by the firm

Sl No	Items	Rate Quoted per piece inclusive of GST & Other Charges
1	01 (one) Xerox Machine, Canon ir 2204n with duplex, DADF Tonner	
2	01 (one) Digital Camera, Nikon D5600	

### DECLARATION

I/We hereby certify that the terms and conditions specification etc. given with the quotation notice have been read carefully acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any state, the Quotationers shall be black listed and will not have any dealing with in future.

Place  
Date

(Signature and Seal of the authorized signatory)