



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),  
ODISHA : BHUBANESWAR**

No.Rec-1(A&E)/Comp\_Cons/2020-21/ 07

Date: 27.05.2020

**TENDER CALL NOTICE**

Sealed quotations are invited from Registered Firms/Co-operative Stores having their branch/ Business center in Bhubaneswar only for supply of Stationery Articles for the year 2020-21 to the office of the Principal Accountant General (A&E), Odisha, Bhubaneswar. The sealed tender should reach the Deputy Accountant General (Admn.), O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar duly superscribed “**Quotations for Computer Consumables**” on or before **11.06.2020 (3.00 P.M.)** and will be opened on the same day at **4.00 P.M.** Tenders received after the scheduled date and time will not be entertained. Tender document can be downloaded from the official website of the Office of the Principal Accountant General (A&E), Odisha ([www.agodi.cag.gov.in](http://www.agodi.cag.gov.in)).

**TERMS AND CONDITIONS**

1. Tenderer should be registered dealer having PAN issued by Income Tax Department and GSTIN/SRIN issued by Sales Tax Department of the State and should furnish copy of up to date GST clearance certificate and PAN card.
2. Earnest money deposit of **₹.5,000/-**(Rupees Five Thousand) only in shape of Bank draft drawn in favour of Accounts Officer(Cash), Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar must be furnished as bid security along with the quotation which is refundable to unsuccessful tenderer after finalization of tender process. EMD of successful bidder shall be refunded after expiry of contract period of one year.
3. Conditional quotation will not be accepted.
4. **Item wise rate must be quoted** (inclusive of all taxes and transportation costs) **in the same format of list of items annexed to this tender notice (Annexure)** duly signed and stamped by the tenderer.
5. The rate so quoted shall remain unchanged for one year from the date of acceptance of the tender or till finalization of next tender whichever is earlier.
6. The quotation must accompany the samples duly stamped by the tenderer and rate mentioned there in as per the list of items enclosed.
7. Supply should be made within two weeks from the date of receipt of purchase/supply order and F.O.R. destination, O/o the Pr. Accountant General (A&E), Odisha, Bhubaneswar.
8. 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.

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9. In case the approved Firm/Supplier fails to supply goods at the approved rate during the contact period for any reason, his/their tender for the next time will not be considered and will be black listed & EMD shall be forfeited.
10. This office may inspect the potentiality of the firm, if necessary.
11. The competent authority reserves the right to cancel any part or whole of the tender without assigning any reason thereof. In case of any dispute the decision of the Principal Accountant General (A&E) shall be final and binding.
12. **Penalty for Default Delivery:** - If the vendor fails to deliver the items within the schedule delivery period, Purchaser will impose a penalty of 0.5% of the value of the late delivered item for each weeks delay or part thereof, subject to maximum of 5 weeks. In case the delay exceeds five weeks, the Purchaser reserves the right to cancel the order and in such case, the vendor will have to repay the Purchaser the advance paid, if any, with interest @ 12% per annum, unconditionally. If orders are cancelled due to non delivery, the vendor will be debarred by the Purchaser for participating in any future tenders floated by the Purchaser, in addition to forfeiture of EMD.

Sd/-  
Deputy Accountant General (Admn.)

Memo No. Rec-I (A&E)/ Comp\_Cons /2020-21/Tr. No. 42 (1, 2, & 3)      Date: 27.05.2020

Copy To:

1. Notice Board
2. C.A to DAG (Admn.)
3. Sr. AO /EDP Cell. He is requested to host the Tender Call Notice in the Office Web Site.

Sr. Accounts Officer/Record

**Format for Price Bid for Office Computer Consumables for the Year 2020-21****Annexure**

<b>Sl.No.</b>	<b>Name of the Articles/ Particulars</b>	<b>Specification</b>	<b>Unit</b>	<b>Rate Rs.</b>
1	C D (R) (10 pieces pkt moserbaer)		Per Piece	
2	C D (RW) (10 pieces pkt moserbaer)		Per piece	
3	C D Mailer		Per Pkt.	
4	C D Marker Pen		Per pkt.	
5	D V D (R) (5 pieces pkt moserbaer) 4.7 GB		Per piece	
6	D V D R DL 8.5 GB (5 pieces pkt moserbaer)		Per piece	
7	D V D (RW) (5 pieces pkt moserbaer)		Per Pkt.	
8	HP Laser Jet Toner Cartridge 1015/1020/1022/12A Series		Per Pkt.	
9	HP Laser Jet Toner Cartridge 15A		Per Piece	
10	Toner Cartridge 18A		Per Piece	
11	HP Laser Jet Toner Cartridge 35A		Per Piece	
12	HP Laser Jet Toner Cartridge 88A		Per Piece	
13	HP Toner Cartridge 93A		Per Box	
14	Toner Cartridge for RICOH SP200 S		Per Box	
15	Cartridge for Printer RICOH 6330N-		Per Box	
16	Brothers Cartridge TN 2365		Per Box	
17	Drum Unit Brother		Per Box	
18	Lipi Tally Line Printer Ribbon Cartridge-2250		Per Box	
19	LQ-DMP-1050 Ribbon Cartridge (Lipi)		Per Piece	
20	LQ-DSI-5235 Ribbon Cartridge		Per Piece	
21	Pen Drive 8 GB		Per Piece	
22	Pen Drive 16G B		Per Piece	
23	Tally Line Printer Ribbon Cartridge-6600		Per Piece	
24	Toner Cartridge for Aficio MP1800 1.2(1230 D)		Per Piece	
25	TVS e-ribbon cassette for MSP-455xl classic Dot matrix printer		Per Piece	
26	1 TB External Hard Disk		Per Piece	
27	2 TB External Hard Disk		Per Piece	
28	6 TB External Hard Disk		Per Piece	
29	8 TB External Hard Disk		Per Piece	
30	Toner Cartridge (RICOH)MP 2501S		Per Piece	

Date:

Signature with Seal of the Bidder