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GOVERNMENT OF ODISHA  
GENERAL ADMINISTRATION DEPARTMENT

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No.GAD-OE2-CONT-0116-2013- 26542 / Gen., Dated. 09.11.2015

**QUOTATION CALL NOTICE**

Sealed quotations in plain paper / letter pad are invited from the intending Registered Firms / Suppliers located at Bhubaneswar having valid TIN / SRIN with clearance certificate in Form No. VAT – 612 and Income Tax clearance certificate for supply of **Computer / Fax / Photocopier consumables** for official use of G.A. Department. The details of these articles can be obtained from G.A. (OE – II) Deptt. on any working day between 11.30 a.m. to 3.00 p.m. The quotationers should enclose earnest money of Rs.5,000/- (Rupees five thousand) only in shape of A/C payee Bank Draft / Pay order drawn in favour of D.D.O-cum-Under Secretary to Government, General Administration Department, Bhubaneswar along with the quotation which will be refunded to the quotationers whose quotations are not accepted. The quotations should reach the undersigned by **04.12.2015** up to **12.30 p.m.** at the latest and the quotations shall be opened on the same day at 3.00 p.m. The quotationers or their authorized representatives may remain present at the time of opening of the tender. The authority reserves the right to reject any or all quotations without assigning any reasons thereof. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected. The quotation should be superscribed "**Computer / Fax / Photocopier consumables**".

**FORMAT FOR OFFER**

**Name of the Firm:**

**(With full particulars)**

Sl. No.	Item	Make / Model	Specification if any	Unit pack	Unit price (In. Rs.)	Remarks

  
(D. Mallick)

Officer on Special Duty

Memo No. 26543 / Gen., Dated. 09.11.2015

Copy along with **Annexure – 'B'** forwarded to Head, State Portal Group, N.I.C., I.T. Centre, Secretariat with a request to display the Notice written in the CD enclosed on Govt. Website of G.A. Department.

Sd/-  
Officer on Special Duty.

Memo No. 26544 / Gen., Dated. 09.11.2015

Copy along with **Annexure – 'B'** forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.

Sd/-  
Officer on Special Duty.

Memo No. 26545 / Gen., Dated. 09.11.2015

Copy along with **Annexure – 'B'** to Notice Board of General Administration Department / Five (5) spare copies with **Annexure – 'B'** to O.E. – II Section for reference of Guard file.

Sd/-  
Officer on Special Duty.

Memo No. 26546 / Gen., Dated. 09.11.2015

Copy forwarded to Chief Receptionist, Secretariat / Sergeant, Secretariat Security for information.

Sd/-  
Officer on Special Duty.

**ANNEXURE –‘B’**  
**LIST OF ARTICLES (COMPUTER)**

1. Computer Cartridge (HP) – 12A
2. Computer Cartridge (HP) – 13A
3. Computer Cartridge (HP) – 24A
4. Computer Cartridge (HP) – 15A
5. Computer Cartridge (HP) – 56A
6. Computer Cartridge (HP) – 57A
7. Computer Cartridge (HP) – 58A
8. Computer Cartridge (HP) – 49 A
9. Computer Cartridge (HP) – 21 A
10. Computer Cartridge (HP) – 22 A
11. Computer Cartridge (HP) – 78 A
12. Computer Cartridge (HP) – 88 A
13. Computer Cartridge (HP) – 36 A
14. Toner Cartridge (HP)-51 A
15. Computer Cartridge MLT D1043S (Samsung)
16. Computer Ribbon (Dot Matrix & Printonix)
17. Computer Floppy ( Samsung, Sony, Philips, Amketee, Moserbaer)
18. Computer Paper (per thousand) (Size–15\*12\*1, 15\*12\*2, 15\*12\*3, 10\*12\*1, 10\*12\*2, 10\*12\*3) (80 Gsm)
19. C.D. (R.W) - (Samsung, Sony, Philips, Moserbaer) (Single Pack Jewel Case)
20. C.D. (R) - (Samsung, Sony, Philips, Moserbaer) (Single Pack Jewel Case)
21. C.D. Container (100 Nos.) (Album)
22. DVD
23. Computer optical Mouse (I.Ball)
24. UPS Battery (Wipro)
25. UPS(APC/ iball)
26. Computer Key Board – TVS / Astrum
27. Lezer –Z-Ink
28. Pen drive – 4.GB (Moserbaer / Transcend / HP)
29. Pen drive – 8.GB (Moserbaer / Transcend / HP)
30. Pen drive – 16.GB (Moserbaer / Transcend / HP)
31. Pen drive – 32 GB (Moserbaer / Transcend / HP)
32. CP-2025 Colour Toner – CC 533A
33. Fax cartridge – SF 565 P
34. Fax cartridge – SF 371 P
35. Fax cartridge – M 43 (Samsung)
36. Fax cartridge- SCX-4521 FS(Samsung)
37. Fax cartridge (Brother- 2820)
38. SCX- 4321 (Samsung)

39. SCX- 3201 G (Samsung)
40. Fax Roll
41. Gestener Ink for DX 2430 machine
42. Master Roll for DX 2430 machine
43. Refilling of Computer Cartridge (HP) – 12A
44. Refilling of Computer Cartridge (HP) – 13A
45. Refilling of Computer Cartridge (HP) – 24A
46. Refilling of Computer Cartridge (HP) – 15A
47. Refilling of Computer Cartridge (HP) – 56A
48. Refilling of Computer Cartridge (HP) – 57A
49. Refilling of Computer Cartridge (HP) – 58A
50. Refilling of Computer Cartridge (HP) – 49 A
51. Refilling of Computer Cartridge (HP) – 21 A
52. Refilling of Computer Cartridge (HP) – 22 A
53. Refilling of Computer Cartridge (HP) – 78 A
54. Refilling of Computer Cartridge (HP) – 88 A
55. Refilling of Computer Cartridge (HP) – 36 A

### **XEROX CONSUMABLES**

1. NPG-51 TONER FOR CANON PRINTER IR 2525
2. FIXING FILM ASS'Y UNIT FOR CANON PRINTER IR 2525 FM4-8446-000
3. NPG-50/51 DRUM UNIT FOR CANON IR 2525
4. NPG-25 TONER FOR CANON PRINTER IR 3225
5. NPG-25/26 DRUM UNIT FOR CANON IR 3225/3530
6. FIXING FILM ASS'Y UNIT FOR CANON PRINTER IR 3530 FM3-7069-000
7. NPG-26 TONER FOR CANON PRINTER IR 3530
8. FIXING FILM ASS'Y UNIT FOR CANON PRINTER IR 3530 FM2-1812-000
9. NPG-28 TONER FOR CANON PRINTER IR 2320 L
10. FIXING FILM ASS'Y UNIT FOR CANON PRINTER IR 2320 L FM2-3353-000
11. NPG-28 DRUM UNIT FOR CANON IR 2320L
12. CARTRIDGE-328 FOR CANON FAX