



**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT  
EAST COAST RAILWAY, 3<sup>rd</sup> FLOOR, NORTH BLOCK,  
CHANDRASEKHAR PUR  
BHUBANESWAR-17**



No:PDA/ECOR/BBS/IT Stationery/2019-20/15A

Date: 16.04.2019

**QUOTATION CALL NOTICE.**

Sealed quotations are invited from Registered Firms / Co-operative Stores of Bhubaneswar only for supply of Computer Stationery items during 2019-20. The sealed quotations should reach the Director O/o the Principal Director of Audit, East Coast Railway, Bhubaneswar Odisha duly super scribed **“Quotations for Computer stationery articles”** on or before **3 P.M. of 22.04.2019**, and they should be opened on the same day at **4 P.M.** Quotations received after the scheduled date and time will not be entertained. List of the items and other terms and conditions of the quotation may be obtained from the Record Section of O/o Principal Director of Audit , East Coast Railway, Bhubaneswar during working hours from 11 A.M. to 5 P.M. on all working days up to 21.04.2019.

**Sd/-**

**Audit Officer/IT**

**East Coast Railway/BBS**

## **TERMS AND CONDITIONS:**

1. The selected vendor should supply the items on credit basis within 48 hours from the date of receipt of purchase/supply order and F.O.R. destination. Non-supply within 48 hours would entail penalty of 2% of the cost of articles ordered subject to a maximum of Rs. 500/- adjustable from final bill.
2. The 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.
3. If any vendor desires to quote rates for more than one Brand/Make in respect of any item, it has to mention rates separately against each Brand/Make.
4. The rate of articles quoted may include all the taxes including GST and transportation costs in the list of items supplied to this office along with quotations notice.
5. The rate so quoted shall remain unchanged for the year 2019-20 from the date of acceptances of the quotation or till next quotation whichever is earlier. Purchase will be made as and when requirement arises.
6. In case the approved firm/Supplier fails to supply at the approved rate during the contract period for any reason, his/their quotations for the next time will not be considered and he will be black listed.
7. The competent authority reserves the right to cancel of any part or whole of the quotations without assigning any reason thereof. In case of any dispute the decision of the Principal Director of Audit is final and binding.
8. This office may inspect the potentiality of the firm, if necessary.
9. Submission of more than one quotation by a particular quotationer under different names is strictly prohibited.
10. Conditional quotations will not be accepted.
11. Rate (including taxes) should be quoted exclusively in the list of items supplied by this office to facilitate comparison of items.

**Sd/-  
Audit Officer/IT**

**East Coast Railway/BBS**

**Annexure-I**  
**List of Computer Stationery Items**

<b>Sl. No.</b>	<b>Item Particulars</b>	<b>Unit</b>	<b>Brand</b>	<b>Price</b>		
1	CD (R ) with Cover	Each				
2	DVD with Cover	Each				
3	Cartridge HP Laserjet 12A	Each				
4	Cartridge HP Laserjet 88A	Each				
5	Cartridge HP deskjet 802	Each				
6	Cartridge HP Inkjet 678	Each				
7	Cartridge HPInkjet 680	Each				
8	Cartridge HPDeskjet GT 5810	Set				
9	Cartridge HP CE310A	Set				
10	Cartridge HP 955 series	Set				
11	Pen drive(16GB)	Each				
12	Pen drive(32GB)	Each				
13	Pen drive(64GB)	Each				
14	Key Board	Each				
15	Mouse	Each				
16	Usb Hub	Each				
17	Portable Hard Disk Drive 2TB	Each				
18	Micro SD card	Each				
19	CD/DVD bag	Each				