

ODISHA JUDICIAL ACADEMY, CUTTACK.

TENDER CALL NOTICE

No.: 08

Date: 23/07/2020.

Sealed Quotations are here by invited from Authorized Dealers having Valid GST registration and latest GST clearance certificate for supply of following items:

Sl. No.	Item	Quantity
1.	Ricoh 1230 D Tonners for Ricoh Photocopier Machine.	12
2.	Ricoh 2501 S Tonners for Ricoh Photocopier Machine.	12
3.	Ricoh MP 3554 S Tonners for Ricoh Photocopier Machine.	6
4.	Panasonic Replacement film (70 M/ 229 feet) for fax machine	6
5.	Refilling of hp 18A and 88A cartridges	30 nos.

A) Terms and Conditions of the Tender:

1. The bidder shall have valid PAN card under Income Tax Act.
2. The bidder shall have having valid GST registration certificate and latest GST filing report
3. The bidder shall have a firm registration certificate.
4. The rate quoted shall remain valid for one year i.e. for 365 days from the date of placing of 1st purchase order.
5. Separate Quotations for items listed at Sl. Nos. 1 to 3, 4, 5 shall be submitted.
6. The bidders applying for items listed at Sl nos. 1 to 3 shall submit Authorized Dealership Certificate along with price bid. Bids without Authorized Dealership certificate shall be rejected.
7. Rate quoted shall be inclusive of all taxes and charges if any and deliverable at O.J.A. This Academy will not pay any extra charge for transportation of the products to its campus.
8. The Quantity tendered is tentative and may change as per the requirement of the Academy.

(B) Documents to be submitted along with the Tender:

1. Self attested copy of PAN card of the firm/bidder issued under Income Tax Act.
2. Self attested copy of G.S.T Registration Number of the firm and latest GST filing report, if available .
3. Self attested copy of Valid Registration No. of the Agency/Firm.
4. Incomplete and late bids shall be rejected summarily.
5. The tender form is non-transferable.
6. Copy of this Tender being self –attested on each and every page shall be submitted along with all the above mentioned documents.

(C) Procedure of submission of Bids:

- 1) Bids in sealed envelope along with all the requisite documents as mentioned at Clause-B of this document are to be submitted in physical form/ Speed Post/ Courier at the Office of Odisha Judicial Academy, Sector-1, C.D.A, Abhinab Bidanasi, Cuttack- 753014 by 11:00 Hours on 13.08.2020. Bids submitted through any other means /forms shall not be accepted. The envelope shall be super-scribed on the top "Tender for supply of Photo Copier Tonners/ Replacement Film for Fax machine/Refilling of Printer Cartridges ". The intending bidder shall drop his/her Tender complete in all respect in the specified Tender Box well within the time mentioned as above.
- 2) The bids shall be opened at 1.00 P.M. on 14.08.2020 in the presence of the bidders or their authorized representative those who wish to remain present.
- 3) The Bids shall be rejected if information given therein is found to be false, incorrect or incomplete in any manner whatsoever at any stage prescribed in the tender. Should any ineligibility detected, then no correspondence thereof shall be entertained.
- 4) The Academy will not be responsible for any delay in submission of bids and late bids shall summarily be rejected.

Memo No...549 (2) dated ... 23/07/2020

Copy forwarded to

- 1) Notice Board.
- ✓ 2) Website of Odisha Judicial Academy.

sd/-
Asst. Director
Odisha Judicial Academy

sd/-
23.07.2020
Asst. Director
Odisha Judicial Academy