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ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,

Plot No.C/2, Nayapalli, Bhubaneswar-751012

CIN: U51211OR1980SGC000894

(A Govt. of Odisha Undertaking)

SHORT TENDER CALL NOTICE

No:Syst/Refill/36/15-16

1173

Dated: 3.8.19.

Sealed tenders in plain paper/letter pad are invited from the intending authorized dealers in jurisdiction of Bhubaneswar registered under GST Act and having PAN Number for supply and refilling of Printer Cartridges for office use in OSCSC Ltd as and when required in future. The quotation completed in all respect shall reach the undersigned by courier/post to OSCSC Ltd. super scribing the word "**SHORT TENDER PAPER FOR SUPPLY AND REFILLING OF CARTRIDGES**" on the envelope containing quotations. The last date of receipt of tender papers is 14.08.2019 at 5 pm. The tender papers shall be opened on 14.08.2019 at 5.30 pm in the presence of tenderers or their authorized representatives if they wish in the office chamber of the FA & CAO, OSCSC Ltd. Bhubaneswar. The tender papers will not be received after the specified date & time as mentioned above.

Specification of required items

ITEM	SPECIFICATION	BRAND
NEW CARTRIDGE	78A, 88A,12A	HP
	337	Canon
REFILLING CARTRIDGE	78A, 88A,12A	HP
	337	Canon

LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER PAPER

L No.	BASIC REQUIREMENT	SPECIFIC REQUIREMENT	DOCUMENTS REQUIRED
	Legal entity	The tenderer must be an authorized vendor or supplier. The tenderer must be a registered dealer under the GST act and should have PAN Number.	-GST Registration Certificat -PAN copy
	Local Presence of the tenderer	The tenderer should have registered office at Bhubaneswar, Odisha.	Self certified letter on existence of Local office along with necessary evidence

TERMS AND CONDITIONS

- a) The tenderers shall quote the item wise price along with GST (Goods & Service Tax) chargeable separately in the quotation.
- b) A Copy of the valid GST No. & PAN should be furnished with the quotation.
- c) The quoted price shall be valid for 1(one) year from the date of opening of the tender which may be extended for subsequent years on mutually agreeable conditions by both the parties.
- d) The tenderers shall supply the required items as and when necessary within the stipulated time frame by the Corporation.
- e) Supply of New and Refilling Cartridges shall be made only as per the accepted rate and as per the order given by the Corporation from time to time.
- f) Failure to supply the total quantity of New and Refilled Cartridges within the stipulated time the supply order shall be cancelled along with cancellation of vendor.
- g) In the event of any dispute arising out of this contract the jurisdiction of court shall be at Bhubaneswar for both the parties.
- h) The authority reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

FA & CAO

3/7/2019

Memo No. 11174 dated 3.8.19,

Copy forwarded to:

- (i) Diary Section, OSCSC Ltd, Bhubaneswar for information & request to handover all such quotations after due date & time to the undersigned immediately.
- (ii) Issue Section of OSCSC Ltd, Bhubaneswar with a request to host in the Office Notice Board immediately for wide publication.
- ✓ (iii) I.T Section, OSCSC Ltd, Bhubaneswar for information & request to hoist in the official website of OSCSC Ltd, Bhubaneswar.

[Handwritten signature]
03/08/19

MVI