

**DISTRICT RURAL DEVELOPMENT AGENCY, BHADRAK.**

At- Charigharia, PO – Madhavnagar, Dist- Bhadrak, Pin – 756 181.

E-Mail – [ori-dbhadrak@nic.in](mailto:ori-dbhadrak@nic.in)

No.....1350...../DRDA.

Date .....25 MAR 2021.....

**REQUEST FOR QUOTATION FOR SUPPLY OF ONE PHOTO COPIER-CUM-PRINTER-CUM-SCANNER MACHINE UNDER BUY-BACK OFFER**

Sealed quotation has been invited in the prescribed format from the reputed manufacturer/authorized dealer/supplier having valid GST registration for supply of one photo copier-cum-printer-cum-scanner machine under buy back of old machine at District Rural Development Agency (DRDA), Bhadrak.

**Information for the bidders :**

1	Availability of bid documents	www.bhadrak.nic.in
2	Last date and time for submission of bid documents on or before	8th April, 2021 at 3 PM by Speed post/Regd. Post only
3	Opening of sealed envelop/bid documents & venue	4 PM of 8th April, 2021 at Office chamber of PD, DRDA, Bhadrak
4	Technical specification	KONICA MINOLTA Bizhub205i (20 ppm)
4	Time of completion period	2 (two) weeks

**Terms & conditions :**

- The duly filled and sealed offer documents shall be submitted to "Project Director, District Rural Development Agency, At- Charigharia, PO- Madhavnagar, Dist- Bhadrak, Pin – 756 181" and superscribing "Quotation for supply of Photocopier under Buy-back offer".
- The committee shall not be responsible for any postal delay or missing of bid documents. The incomplete bid document after the scheduled date and time shall not be accepted and liable to be rejected.
- The committee reserve the right to reject or cancel the quotation or supply order without assigning any reason thereof.
- The bidder should quote the rate as per the prescribed format (Format-II).
- The bidder should submit the bid document for evaluation as per Format-I.
- The bidder has to quote the rate inclusive of all taxes, transportation cost and other incidental charges and invoice is to be raised under GST Act.
- The Agency must be registered firm and approved dealer of the Company.
- The Photocopier machine to be installed at DRDA, Bhadrak.
- No assembled system is accepted. Supply is to be made only of brand name as mentioned.

- Installation of software configuration in required computer as directed by P.D., DRDA, Bhadrak.
- The selected bidder is responsible to carry out all custom formalities for removal of old Xerox machine at their own cost.
- DRDA, Bhadrak will award the work to the agency who has quoted lowest amount. Lowest amount (L1) bidder will be considered based on the net price quoted. Net price will be calculated as under :  
(Net price = Amount quoted for new Xerox machine – Amount quoted for old Xerox machine) .
- The selected bidder shall arrange at his own expense for all necessary tools and equipments requirement for installation of machine
- **Inspection of old machine** – Interested supplier must personally visit the office of the P.D., DRDA, Bhadrak for inspection of existing machine before submission of bid document.
- The authority has every right to extend the date line for submission of bid document.
- The bid will be opened on the scheduled date and time at 4 PM on 8<sup>th</sup> April, 2021 at DRDA, Bhadrak in presence of the bidder or their authorized representatives.

Sd/-

PROJECT DIRECTOR,  
D.R.D.A., BHADRAK.

Memo No. 1351/DRDA. Date 25 MAR 2021

Copy to D.I.O., NIC, Bhadrak for information with a request to web hoist/upload the bid document for wide publicity.

PROJECT DIRECTOR,  
D.R.D.A., BHADRAK.

Memo No. 1352/DRDA. Date 25 MAR 2021

Copy to Notice of Collectorate, Bhadrak/Sub-Collector's office, Bhadrak/All B.D.Os/All Tahasildars. of Bhadrak district for information. With a request to affix the above quotation call notice in the Notice Board in their offices for wide publication.

PROJECT DIRECTOR,  
D.R.D.A., BHADRAK.

**ELIGIBILITY CRITERIA/EVALUATION FORM/BID DOCUMENT FOR SUPPLY OF ONE  
PHOTOCOPIER-CUM-PRINTER-CUM-SCANNER UNDER BUY-BACK OFFER.  
(to be filled up by the Bidder)**

1	Name of the supplier/manufacturer/authorized dealer	
2	Copy of OEM/Authorised dealer certificate	
3	Address with Mobile No.	
4	Copy of the GST registration certificate	Attached at Page No.
5	Photocopy of PAN Card	Attached at Page No.
6	Photocopy of GST clearance for December, 2020	Attached at Page No.
7	Self declaration that the firms has not been black listed by any Govt. organization	Attached at Page No.

I do hereby certify that the above mentioned information are true and correct.

Note :All the documents must be self attested by the bidder.

**(Seal & Signature of the bidder)**

**FORMAT FOR PRICE BID (to be filled up by the bidder)**

Sl. No.	Item Name	Specification	Quantity required	Price quoted without GST	GST rate	Price quoted with GST
1	Photocopier-cum-Printer-Scanner	KONICA MINOLTA Bizhub205i (20 ppm)	One			
<b>TOTAL - (A)</b>						
2	Old Xerox machine (Buy-back offer)	Work Centre 5016	One	Price offered (in Rs. _____)		
<b>TOTAL - (B)</b>						
Net amount quoted for tender (A) - (B) = in Rs. _____ (in words _____)						

Place :

Date :

**Seal & Signature of bidder**