



OFFICE OF THE MUNICIPAL COUNCIL: SONEPUR  
[sonepurm.hud@nic.in](mailto:sonepurm.hud@nic.in)

**QUOTATION PAPER**

**QUOTATION CALL NOTICE:- 3911 /Dt. 20-10-23**

Purchase of Desktop/Laptop & Scanner-cum-Printer for Office

Cost of Tender Paper Rs. 4000/-

Issued to Sri/Smt. \_\_\_\_\_

Paper Cost Paid by MR/DD

No. \_\_\_\_\_ //Dt. \_\_\_\_\_

Amount of Rs. \_\_\_\_\_ /-Only

(In Words \_\_\_\_\_)

Signature of Quotationer

Dt. \_\_\_\_\_

*Handwritten signature and date: 20/10/23*  
Executive Officer  
Sonapur Municipality

## Terms & Conditions

A. The following Documents have to be submitted along with the quotation paper:

1. Original Money Receipt/Demand Draft of Paper Cost of Rs. 4000/-
  2. E.M.D. of Rs. 10000/- (Rupees Ten Thousand )Only /- deposited in shape of DD in favour of Executive Officer, Sonapur Municipality payable at Sonapur. The EMD is refundable after completion of agreement period.
  3. Valid DIC Registration Certificate.
  4. Pan Card.
  5. Valid GST Registration Certificate.
  6. Bidder must have to submit an undertaking for One (01) year Onsite Warranty.
  7. Valid Registration Certificate of Manufacturers/Dealers/Suppliers/Agency/Firm.
  8. The materials would have to be supplied within 7(Seven) days from the date of issue of supply order.
  9. The warranty period is abided for a minimum period of 1(One) year from the date of supply.
  10. Any materials found defective or damage is to be replaced immediately on free of cost within 3(three) days of reporting during the warranty period.
  11. Any dispute arise shall be to the jurisdiction of Subarnapur Court.
- B. Quotationer must have to produce the above documents with quotation paper otherwise the quotation paper will be rejected.
- C. The Bidder selected as L1 in maximum number of items or sum total of all items listed in the quotation schedule may be called for negotiation.
- D. The Executive Officer reserves the right to execute agreement with one bidder for all the items or with multiple bidders for different items.

Signature of Quotationer  
Dt. \_\_\_\_\_

  
Executive Officer  
Sonapur Municipality

THE QUOTATIONER MUST QUOTE ALL THE RATE AND TAXES FOR EACH ITEM ACCORDING TO THE REQUIRED SPECIFICATION CLEARLY IN WORD AND FIGURE

Sl. No.	Name of Items with Specification	Tentative Requirement (In Nos.)	Unit	Brand/Mark	Rate per unit in figure	Rate per unit in word (including all taxes, transportation, fitting & fixing)
1	HP/DELL/LENOVO COREi3 (All In One)12 <sup>th</sup> ,8GB,512GB SSD,WIN11,19.5"	7	Nos.	HP/DELL/LENOVO		
2	Laptop HP/Lenovo/Dell 19.5"	1	Nos	HP/DELL/LENOVO		
3	HP/Canon/Epson Multi-Functional Scanner-cum-Printer(Black & White)	5	Nos.	HP/Canon/Epson		
4	HP/Canon/Epson Multi-Functional Scanner-cum-Printer(Colour)	1	Nos.	HP/Canon/Epson		
5	UPS Battery	7	Nos.	Microtek/Intel		
6	Quickheal Total Security Antivirus for 1 yr. 10 Users	10	Nos.	Quickheal		

Signature of Quotationer

Dt. \_\_\_\_\_

*Brenda*  
*20/10/2023*

Executive Officer  
Sonepur Municipality

# OFFICE OF THE MUNICIPAL COUNCIL: SONEPUR

No 3911 //Dt 20.10.23

## Quotation Call Notice

The Executive Officer, Sonepur Municipality on behalf of Sonepur Municipality, Subarnapur invites sealed quotation from the intending firms/Manufacturers/Suppliers/Dealers/Agency for supply of Desktop/Laptop & Scanner-cum-Printer (Listed in quotation schedule) as per specification so as to reach Executive Officer, Sonepur Municipality through person/Speed Post/Regd.post upto 4.00 PM on Dt. 03.11.2023. Quotation documents can be obtained from Sonepur Municipality and also downloaded from District website [www.subarnapur.nic.in](http://www.subarnapur.nic.in) on deposit of Rs.4000/- including GST (Non-refundable) in shape of Demand Draft drawn in favour of Executive Officer, Sonepur Municipality payable at Sonepur from Dt. 21.10.2023 to Dt.03.11.2023 during office hours except holidays. The quotation will be opened on 04.11.2023 at 11.00 AM in presence of the quotationer or their authorized representative if any. The quotation received beyond the date and time will not be considered at all. The undersigned reserves the rights to accept, cancel or reject any or all the quotation at any time without assigning any reason thereof.

*U. Nanda*  
20/10/2023  
Executive Officer  
Sonepur Municipality

Memo.....3912.....//Dt.....20.10.23.....

Copy submitted to the Joint Secretary, Information and Public Relations Department, Govt. of Odisha, Bhubaneswar through e-mail with a request to publish the above notice in two daily Odia Newspaper for 1(one) day only.

*U. Nanda*  
20/10/2023  
Executive Officer  
Sonepur Municipality

Memo.....3913.....//Dt.....20.10.23.....

Copy submitted to the Collector & District Magistrate, Subarnapur/The P.D DRDA-cum-DUDA, Subarnapur/Sub-Collector, Sonepur/BDO, Sonepur/ Tahasildar, Sonepur for favour of kind information with a request to affix the quotation call notice in their notice board for wide publication.

Copy to this office notice board for information.

*U. Nanda*  
20/10/2023  
Executive Officer  
Sonepur Municipality

Memo.....3914.....//Dt.....20.10.23.....

Copy to District information officer, NIC, Subarnapur for favour of information with request to display the above quotation in District website.

*U. Nanda*  
20/10/2023  
Executive Officer  
Sonepur Municipality