



ଜିଲ୍ଲା ପରିଷଦ, ବାଲେଶ୍ଵର

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Panchayati Raj and Drinking Water Department, Government of Odisha

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Letter No. 2637 /Dt. 31.07.2025

QUOTATION CALL NOTICE

Sealed quotations are invited from interested eligible authorized dealers/registered Firms/ reputed manufactures located within state of Odisha along with the service backup for supply, and installation of Multifunctional Copier Mono machine. The quotations complete in all respect should reach the undersigned by registered post/speed post/courier in sealed cover on or before Dt. 16.08.2025 at 02.00 PM All the quotations shall be opened on Dt. 16.08.2025 at 05.00 PM in the presence of quotationer or their authorized agents.

Specification of the Multifunctional Copier Mono Machine

SI No.	Item	Specifications	Quantity
1.	Multifunctional Copier Mono Machine	(a) Type of machine-A3 Multifunctional Mono machine with polymerized simitri toner (b) Minimum Speed in A4 22 p.p.m with networking, auto duplex and security features. (c) Original feeder type-DADF/RADF with 130 sheet capacity or more. (d) Number of paper tray-one main tray and one bypass tray (e) Scanning speed-55 PPM or more (f) Operating System-Window-7, 10 & above. (g) Toner yield 12000 to 15000 pages or more (OEM supplied toner) (h) Drum yield 100000 to 110000 pages (i) Zoom range -25% 400% (j) Warranty -one year onsite NB-The quotationer must mention their OEM Toner and drum price in the quotation call.	01

Terms and Conditions.

1. The quotationer must superscribe on the top of the closed envelop " Quotation for Multifunctional Copier Mono Machine. The firm name, address and contact no. should be mentioned on the envelop.
2. The following documents must be submitted and mentioned in the quotation.
 - a. Registration certificate of the firm.
 - b. Copy of authorization letter from of manufacturer (OEM).
 - c. Copy of valid PAN, GSTIN No. and certificate and up to date IT return filing documents (FY-2023-24, AY 204-25).

Address: Zilla Parishad, Vivekananda Marg ,Balasore. Pin- 756001



- d. Original catalogue of the item indicating the specifications and photo of the item.
3. The quotationer should indicate the unit cost of the multifunctional Copier Mono Machine both in figure and words inclusive of all taxes (transportation, fitting and installation).
 4. The Make and model of the Multifunctional Copier Mono Machine should be clearly mentioned in the quotation.
 5. The Quotationer must have its registered service centre at Balasore Municipality area.
 6. The quotationer shall calculate the printing cost per page (excluding the cost of the paper) taking into consideration the cost and yield of the toner and drum and submit a detailed report on that.
 7. One old Photocopier make & Model Kanica Minolta bizhub-211 purchased on 25.10.2011 is lying defunct in this Zilla Parishad Office, Balasore. The quotationer have to quote the buyback price of the photo copier separately. The quotationer may visit this office to verify the old photocopier before quoting the buyback price.
 8. The quotation paper and submitted documents should be signed in each page by the quotationer.
 9. The authority will not be responsible for postal delay.
 10. The undersigned reserves the right to reject or cancel or withdraw any or all quotations without assigning any reason thereof.
 11. The quotation paper received beyond the date and time mentioned above shall not be taken into consideration.
 12. The Machine should be of branded quality and as per our specification.
 13. The firm has to give an undertaking that the unit price given does not exceed prevailing market price.
 14. The firm must give an undertaking that it has not been banned/blacklisted/debarred/suspended by world Bank/Central Govt./State Govt organization.
 15. Quotation satisfying all the above conditions will be considered for selection of firm for purchase/supply order.
 16. Any legal dispute that may arise is subject to civil court at Balasore district of Odisha.
 17. The selected Firm will provided free of cost after sales service within the warranty period as well as any installation or demonstration of functionality any operation at the time of installation or at the time of mal-functionality.

Memo No. 2638 /ZP

Date. 31.07.2025

CDO cum-EG, 25.
Zilla Parishad, Balasore.

Copy forwarded to the DEGM, Balasore with requested to webhost the above notice in the district Website from 01.08.2025 to 16.08.2025 only.

CDO cum-EG, 25.
Zilla Parishad, Balasore