



ORISSA POWER TRANSMISSION CORPORATION LTD.
REGD. OFFICE: JANPATH: BHUBANESWAR-751 022.

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No.TW-IT-377/2010 / _____/Dated.

From
The Chief General Manager (IT),
OPTCL, Bhubaneswar.

To

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Sub: - Tender Call Notice for I.T Consumables vide Tender Notice No. TW-IT-LT-02/2011-2012

Dear Sirs,

Quotations in a sealed cover super scribed as “ **Tender for I.T Consumables due on 08.11.2011** ” are invited by the Chief General Manager (IT), OPTCL, Bhubaneswar from interested vendors for items conforming to the specification and quantity mentioned below.

Sl. No.	Item Description	Type (Black/Color)	Qty. (in no./set)
(A)	CARTRIDGES FOR PRINTERS:		
1	HP Photosmart C6188 Printer Cartridge (801,801,801,801,801=color set) (i.e.Magenta,Light Magenta, Cyan,Light Cyan, Yellow)	Color	2
2	Samsung ML-2851ND Laser Printer Cartridge	Black	24
3	Samsung CLP 610ND Color Laser Printer Cartridge (i.e. cyan,yellow,magenta)	Color	1
4	HP Laserjet 5200n Cartridge(16A)	Black	1
5	HP Officejet Pro 8500 All-In-One Printer Cartridge (940XL)	Black	2
6	HP Officejet Pro 8500 All-In-One Printer Cartridge(940XL,940XL,940XL=color set) (i.e.Cyan, Yellow,Magenta)	Color	2
7	HP CLJ5550dn Cartridge (i.e. cyan,yellow,magenta)	Color	1
8	HP Deskjet 1180 Printer Cartridge (45A)	Black	1
9	HP Deskjet 1180 Printer Cartridge (78D)	Color	1
10	Samsung ML-2151 Laser Printer Cartridge	Black	2
11	Wipro HQ 2000 Heavy DMP Cartridge[Make:Wep]		2
(B)	BATTERY FOR UPSs:		
1	Battery for 0.6KVA Numeric UPS(Battery Make- Exide/Panasonic/Amaron)		10
2	Battery for APC make 0.65 KVA Line Interactive UPS of Model:BE650Y-IN (Battery Make- Exide/Panasonic/Amaron)		10

The price bid strictly as per Annexure-A is to be duly filled in by the Tenderer and submitted along with E.M.D. in the sealed cover.

The quotations should reach this office by **1.30 P.M. on 08.11.2011** and shall be opened on the same day at **4.00 PM** in presence of the tenderer or their authorized representatives.

The undersigned reserves the right to accept/reject any or all tenders without assigning any reason thereof.

TERMS AND CONDITIONS:

01. **Scope of work:** - Supply of I.T Consumables to Jr. Manager(IT), in-charge of IT Stores, OPTCL headquarters office, Bhubaneswar on FOR destination basis.

02. **EMD:** - EMD amounting to Rs. 2000.00(Rupees Two Thousand only) either in cash, to be deposited with D.D.O. Headqrs. office at OPTCL cash counter or in shape of D.D issued by any nationalized Bank in favour of the DDO, Headqrs. office, OPTCL, Bhubaneswar payable at Bhubaneswar is to be submitted with the tender. If the EMD is submitted by cash, the original Money Receipt is to be attached with the tender. Tenders without EMD shall not be accepted.
03. **Price:** - Price should be FIRM on FOR destination i.e. OPTCL, Bhubaneswar basis. **Taxes and duties if any, should be mentioned in clear terms separately.**
04. **Validity:** - The offer should remain valid for a period of 90 days from the date of opening.
05. **Delivery:** - The I.T Consumables are to be delivered at the IT Stores, OPTCL Hqrs, office Bhubaneswar within 30(Thirty) days from the date of issue of the purchase order.
06. **Penalty:** - In case the Supplier fails to deliver the materials within the stipulated delivery period, liquidated damage @ 0.5% per each calendar week or part thereof subject to maximum of 5% of the cost of materials shall be imposed on the vender. However, imposition of liquidated damage is subject to force majeure conditions.
07. **Payment:** - 95% value of the product with 100% taxes and duties shall be paid within 30 days after delivery of product against proof of consignee's receipt certificate issued by OPTCL for having received the stores in full and good conditions confirming satisfactory verification of all the I.T consumables.
08. **Security Deposit:** The successful tenderer will be required to deposit a security deposit @ 5%(Five Percent) of the total value of the purchase order (less the amount of earnest money deposited alongwith quotation) in shape of Cash/Bank Draft/BG payable to the Drawing & Disbursing Officer, Hqrs. Office, OPTCL, Bhubaneswar-751022 immediately within 30 days along-with the acceptance of the purchase order for timely and satisfactory execution of the order. This will be refunded after six(6) months. The security deposit shall be forfeited by OPTCL, if the order is not executed timely, fully and satisfactorily in accordance with the Terms & Conditions of the purchase order.
09. **VAT & PAN:** - Clear photocopies copies of valid VAT clearance certificate from the Orissa VAT Authority, VAT & PAN registration should be submitted along with Tender papers.
10. **Warranty:** The materials supplied under this contract shall have to be covered under a warranty of 06(six) months from the date of delivery and physical inspection of the materials.
11. **Authorisation Certificate :** - The tenderer shall have to furnish photocopy of up to date M/s HP's authorization letter along with the tender failing which the tender is liable for rejection.
12. **Consignee:** - Junior Manager(IT), IT Stores, OPTCL, Bhubaneswar shall be the consignee of this order.
13. **Paying Authority:** - The Drawing & Disbursing Officer (Hqrs), OPTCL, Bhubaneswar will be the Paying Officer for of this contract.

Yours faithfully,

CHIEF GENERAL MANAGER (IT)

Memo No. _____/Dated.

Copy to the Drawing Disbursing Officer, OPTCL Headquarters office, Bhubaneswar for information and necessary action.

CHIEF GENERAL MANAGER (IT)

Memo No. _____/Dated.

Copy to all Notice Boards of OPTCL Headqrs. office for information and necessary action. /AGM (IT), IT Dept. for publication in OPTCL web site.

CHIEF GENERAL MANAGER (IT)

LIST OF I.T. CONSUMABLES

Sl. No.	Item Description	Type (Black/ Color)	Qty. (in no./set)	Unit Price (in Rs.) incl. Taxes	Total Price (in Rs.)	Amount in Words
(A)	CARTRIDGES FOR PRINTERS:					
1	HP Photosmart C6188 Printer Cartridge (801,801,801,801,801=color set) (i.e.Magenta,Light Magenta, Cyan,Light Cyan, Yellow)	Color	2 set			
2	Samsung ML-2851ND Laser Printer Cartridge	Black	24 no			
3	Samsung CLP 610ND Color Laser Printer Cartridge (i.e. cyan,yellow,magenta)	Color	1 no			
4	HP Laserjet 5200n Cartridge(16A)	Black	1 no			
5	HP Officejet Pro 8500 All-In-One Printer Cartridge (940XL)	Black	2 no			
6	HP Officejet Pro 8500 All-In-One Printer Cartridge(940XL,940XL,940XL=color set) (i.e.Cyan, Yellow,Magenta)	Color	2 sets			
7	HP CLJ5550dn Cartridge (i.e. cyan,yellow,magenta)	Color	1 no			
8	HP Deskjet 1180 Printer Cartridge (45A)	Black	1no			
9	HP Deskjet 1180 Printer Cartridge (78D)	Color	1no			
10	Samsung ML-2151 Laser Printer Cartridge	Black	2 nos.			
11	Wipro HQ 2000 Heavy DMP Cartridge[Make:Wep]		2 nos.			
(B)	BATTERY FOR UPSs:					
1	Battery for 0.6KVA Numeric UPS(Battery Make- Exide/Panasonic/Amaron)		10 nos.			
2	Battery for APC make 0.65 KVA Line Interactive UPS ofModel:BE650Y-IN (Battery Make- Exide/Panasonic/Amaron)		10 nos.			