

**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT**

\*\*\*

**Quotation Call Notice**

Bhubaneswar, dated 18.08.2025

DAFE-OEII-OE-0003-2019/18915/A & FE, Sealed quotations are invited from OCAC empanelled Service provider Agencies/ other intending Registered Firms located in Bhubaneswar having valid GST Registration Certificate with updated GST clearance certificate, Income Tax Clearance Certificate, PAN card etc. for Maintenance Service of Computers, Printers, Scanners, and UPSs of the Department of Agriculture & Farmers' Empowerment on **Call Basis**. The quotationers shall have to furnish their offer/price towards cost of Unit Maintenance separately for each Service (Software & Hardware) for Computer, Printers, Scanners etc. along with terms and conditions, if any. The offer/price should include GST & other charges. For any query, the quotationers may approach OE-II Section of the Department on any working day.

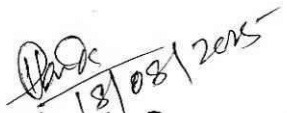
The details regarding the quotation and Quotation Forms are available with Deputy Secretary to Government (I/c of OE-II Section), DA&FE or can be downloaded from Odisha Govt. Website: <https://agri.odisha.gov.in/> and <https://odisha.gov.in/>.

The quotation, complete in all respect should be submitted in sealed envelope addressed the Deputy Secretary to Government, OE-II Section, Department of Agriculture & Farmers' Empowerment, Krushi Bhavan, Bhubaneswar on or before **dt.28.08.2025 by 1:00 P.M.**

The quotations submitted shall be opened on **dt. 28.08.2025 at 4:00 P.M.** in presence of the Purchase Committee of the Department along with the quotationers or their representatives. The authority reserves the right to open the quotations even if their representatives fail to attend. Quotation will be shortlisted basing on the Least Cost Selection method.

The quotations received incomplete in any manner or after the scheduled date and time shall be summarily rejected. The authority reserves the right to cancel/ reject any or all quotations at any stage of the process without assigning any reason thereof.

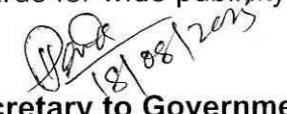
The quotation shall remain valid for a period of one year from the date of acceptance or as would be decided by the competent authority.

  
**Deputy Secretary to Government**

Memo No. 18916 / A&FE ,

dt. 18.08.2025

Copy forwarded to all Department for information and necessary action. They are requested to display the Quotation Call Notice in their Notice Boards for wide publicity.


  
**Deputy Secretary to Government**

(P.T.O.)

Memo No. 18917 / A&FE , dt. 18.08.2025

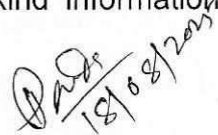
Copy along with enclosure forwarded to the Head, State Portal Group, I.T. Centre, Department of Electronics & Information Technology/ IMU Section, Department of Agriculture & FE for information and necessary action.

They are requested to upload the Notice in Government Website and Agriculture and Farmers' Empowerment Department's website respectively for wide circulation.

  
**Deputy Secretary to Government**

Memo No. 18918 / A&FE , dt. 18.08.2025

Copy forwarded to Pr. P.S. to Principal Secretary for kind information of the Principal Secretary.

  
**Deputy Secretary to Government**

**GENERAL INSTRUCTIONS & TERMS AND CONDITIONS**

1. The agency shall have all valid documents mentioned in Annexure-I.
2. The quotations should be submitted in two parts i.e. **Technical Bid** as given at Annexure-II and **Financial Bid** as given at Annexure-III. The Financial Bid of only those quotationers shall be opened who qualify in the Technical Bid.
3. The contract shall remain enforced for one year i.e. for 365 days from the date of commencement unless specifically extended before expiry of the contract.
4. The quotation is invited for maintenance of Computers, Printers, Scanners, & UPSs on **Call basis** and on receipt of a call for maintenance, the service provider shall attend within 15 minutes.
5. After repairing any of the above equipment, no charges shall be levied on the same for the next 15 days for the same issue.
6. No advance payment shall be made to the Service Provider in any case.
7. The Customer shall make the payment towards Service Charges by credit into the bank account of the agency through ECS/ RTGS within 15 days from the date of receipt of bills complete in all respect.
8. Spare parts will be provided by the Service Provider with additional cost beyond service charge.

**TECHNICAL BID**

(The documents must be arranged serially as per the order mentioned below)

Sl. No.	Description	
1	Name of the Firm/Company/Agency	
2	Complete Address & Contact No.	
3	Name of the Proprietor/ Partners of the Agency/Firm	
4	Similar Work Experience for minimum 3 years with government	(Attach self-attested copy of the document)
5	Last 3 years balance sheet/profit & loss A/c	(Attach self-attested copy of the document)
6	Copy of Income Tax Return and PAN	(Attach self-attested copy of Income Tax Return & PAN)
7	GST Registration Certificate	(Attach self-attested copy of GST Registration Certificate)
8	Undertaking that the Agency has not been debarred/blacklisted by any Govt. Organization or PSUs	(Attach the original copy of undertaking on a Non-judicial Stamp Paper of Rs.20/- with signature & seal of the Agency)

**Declaration:**

I/we hereby certify that the terms and conditions given with the Quotation Call Notice have been read carefully and are acceptable to me/us and that the information furnished above are complete and correct to the best of my/our knowledge. I/ we understand that in case of any deviation/ false information in the above statement is found at any stage, my/our Agency will be blacklisted/ debarred and will not have any dealings with your organisation in future.

Place:

(Signature &amp; Seal of the Authorized Signatory)

Date:

**FINANCIAL BID**

Sl. No.	Name of Item	Cost per service including GST (in Rs.)
1	Computer	
2	Printer	
3	Scanner	
4	UPS	

Place:

(Signature &amp; Seal of the Authorized Signatory)

Date:

