



BHUBANESWAR DEVELOPMENT AUTHORITY

AKASH SHOVA BUILDING,
SACHIVALAYA MARG, BHUBANESWAR – 751001

Ref. No. 15321...../BDA

Dated. 14.07.2026

Estt(Store)-19/2026

QUOTATION/ TENDER CALL NOTICE FOR PROCUREMENT OF Computer Consumables, & Computer Paper, FOR THE YEAR 2026-27

Sealed quotations/tenders are invited from intending registered firms/suppliers **located at Bhubaneswar** having valid GSTIN under OGST Act 2017 and PAN for supply of Computer Consumables & Computer Paper for official use of BDA, Bhubaneswar. The prescribed forms (available in the BDA Website bda.gov.in or from BDA office on deposit of non-refundable fees of Rs.1180/- (Rupees one thousand one hundred eighty only) towards the cost of tender paper for supply of Computer consumables & Computer paper, to BDA from as per requirement from time to time. The applicant may be permanent DIC Regd. Certificate from Govt. of Odisha.

1. Applicants are requested to submit the bank draft amounting to Rs.10,000/- (Rupees ten thousand only) as **EMD** with the tender paper in favour of Bhubaneswar Development Authority and payable at Bhubaneswar for each item, as detailed below:
 - i. Computer Consumables
 - ii. Computer Paper
2. The rates should be quoted in the prescribed tender schedule failing which the tender will be rejected straightway.

Sl No	Item	Make/ Brand/ Model	Specification	Unit pack	Unit Price	Tax amount admissible per unit . item	Total price per unit	Remarks



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3. The rates quoted should be inclusive of all taxes, freight and delivery should be made at BDA Office, Akash Shova Building, Pandit Jawaharlal Nehru Marg, Bhubaneswar.
4. Applicants shall have to submit self attested photocopy of valid GST Registration Certificate, up to date GST Clearance Certificate, IT Clearance Certificate, PAN Card and DIC Registration Certificate along with the quotations.
5. The sealed quotation/tender shall be sent only through Speed Post/ Regd. Post with A.D. Hand delivery is not allowed and drop box facility is not available .
6. Applicants should submit the sample papers as required by BDA with the quotations (for printing materials and computer papers) and also produce the other sample at the time of opening of-the quotation for inspection and selection.
7. If the lowest quotationer will be unwilling to supply the materials after opening of the tender its EMD will be forfeited.
8. The period of contract for the supply of all items of materials shall be valid till one year from the date of execution of the contract agreement.
9. BDA reserves the right to reject any or all quotations without assigning any reason thereof. BDA is not bound to accept the lowest financial bid and reserves the right to negotiate the rates and other terms and conditions with the lowest bidder (L 1).
10. The sealed quotations are to be received by the undersigned up to **on 04.08.2026** and will be opened on the same day at 4.00 P.M in the presence of the applicants or their authorized representatives.
11. Suppliers using the downloaded form, are required to enclose the cost of tender paper of Rs.1180/- (Rupees one thousand one hundred eighty only) along with the quotation in shape of bank draft payable in favour of Bhubaneswar Development Authority at Bhubaneswar towards the cost of tender paper for each item, which is non-refundable failing which the quotation will be rejected.
12. The cover of the quotation should be Super scribed as **"Quotation / Tender for Supply of Computer Consumables & Computer Paper to BDA for the year 2026-27"**and inside the main envelope two separate sealed envelope must be there i.e. one envelope for **"Technical bid"**& other as **"Financial bid"**
13. The supplier must have submitted Authorization dealer Certificate for all the quoted items.



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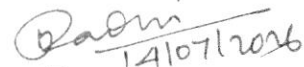
A. TECHNICAL BID- On this envelop it should be super scribed as "**Technical bid**" and should be submitted with following documents:

- i. Photo copy of update GST clearance certificate, GST Registration Certificate, IT clearance Certificate, PAN Card, DIC Registration certificate.
- ii. Bank draft or Pay order for Rs. 1180/- (Rupees One thousand one hundred eighty only) i.e. cost of tender paper which is non- refundable .
- iii. Bank draft or Pay order for Rs.10,000/- (Rupees ten thousand only) as EMD in favour of BDA, Bhubaneswar
- iv. Sample of papers (for printing and computer papers).

If the applicant qualifies in technical bid, after assessment of the same, due intimation would be sent to the applicant for opening of the financial bid. If the applicant has been blacklisted by Govt. of Odisha or any Corporation or PSOS of State Govt. then they are debarred from participating in the tender/ quotation.

b. FINANCIAL BID - On this envelop it should be super scribes as "**Financial bid**" the applicants must quote the rates in the prescribed format.

- i) The specified materials can be seen on any working day between 2 P.M. to 4 P.M. at BDA Main office store.
- ii) BDA is not responsible for any postal delay.
- iii) Quotations should preferably be type written/ computerized and any correction or overwriting should be duly attested.
- iv) All the transit risks shall be the responsibility of the supplier. Price quoted shall be F.O.R. delivery in BDA Store.
- v) If the supplier fails to supply the order in full within the stipulated period, it may lead to forfeiture of EMD & blacklisting of the supplier(s).
- vi). On delivery, the supplied materials shall be inspected by the Inspection Committee to verify the quantity, specification, quality for which order was placed. If it turns out to be otherwise the acceptance of delivery shall be refused at the risk & responsibility of the supplier.


14/07/2026
Secretary

Bhubaneswar Development Authority

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BHUBANESWAR.
LIST OF COMPUTER CONSUMABLES

Sl.No.	Name of the Item.
1	HP Jet 1020 Printing (Black) 12 A
2	HP Laser Jet P-1606 dn Cartridge 78A
3	HP Laser Jet CP – 1525 in colour printer.(128 A)
	a) Yellow CE-322A b) Magenta CE- 323 A c) Cyan CE 321 A d) Black CE-320A
5	HP Laser Jet P – 1007 printer Cartridge.(88 A)
6	Ink Cartridge
	a)HP 5748 ink jet printer (Black) b)HP 5748 ink jet printer (colour)
7	Cartridge Ribbon.
	b) Printronix P-7 -000 (Ultra Capacity printer) RIBBON SPOOL (179499-001) c) EPSON FX 2175 Dot Matrix Printer Cartridge.
	CD/DVD/PEN DRIVE.
8	a)CD-R spindal pack(100 nos.) with polythene cover
	b)W-CD spindal pack(100 nos.) with polythene cover
	c)DVD-R spindle pack (100 nos.) with polythene covers
	d)DVD-Rw (100 nos.) with polythene covers
	e)16GB Pen Drive (HP)
	f)32GB Pen Drive (HP)
	g)64GB Pen Drive (HP)/SSD NVME Pendrive 3.0
	h)128GB Pen Drive (HP)
	i)Jewell case CDR
	j)Jewell case CDR-W
	k)Jewell Case DVD R
	l)Jewell case DVD-R-W
8	Computer paper folder.
	c) 10' x 12' size
	d) 15'x12' size
9	Other miscllaneaous
	j) Write CDR/DVD Pen (OAP-plus 1523 Black/Red/Green/Yellow)

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18	External Hard disk drive(HDD) (a) 1 TB (Seagate/WD) (b) 2 TB (Seagate/WD) (c) 4 TB (Seagate/WD)/S.SD
20	UPS Battery (c) 12 VA-7AH (d) 12 VA-12AH
21	CPU Battery
22	H.P.680 Ink/colour cartridge -one set
23	HP Laserjet toner cartridge Model No.110A
24	Epson Colour Cartridge 001 (one set)
25	Laserjet Pro MFP-m479dw printer colour set
26	HP Laser Jet cartridge-103A /Never Stop Model No.104A Drum unit
27	Samsung Printer2880 cartridge MLT-D Model No.115L
28	Xerox machine Cartridge IR-2004/2006-1-Toner cartridge NPG-59 2-Drum unit
29	Xerox machine cartridge-IR-2625 Printer cartridge-1-Toner NPG-84 2-Drum unit
30	Xerox Machine Cartridge -[Colour]67-Black,67-cyon,67-Magenta,67-Yellow
31	Odia front Shreelipi Software
32	EPSON Ink Cartridge i)T-664[Black] ii)T-644[Cyon] iii) T-644[Magenta] iv) T-644[Yellow]
33	Quick Heal Antivirus One user three year Validity
34	HP Laserjet Cartridge [Colour] 126A a) C.E-310A (Black) b) C.E-311A (Cyon) C) C.E-312A (Yellow) d) C.E- 313A (Magenta)
35	A)2 Mtr usb Printer Cable B)3 Mtr usb Printer Cable
36	Lasejet Pro-200(Colour(M25In)-131A,28,29,30,31 Cartridge
37	Canon Cartridge M-337
38	Canon Cartridge M-925

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	k) USB Key Board (Dell /HP)
	l) USB/Optical Mouse (Dell/HP)
	m) Mouse Pad
	n) Key board with Mouse (Combo wireless)
	o) Key Board (Dell /HP) Wireless
	p) Mouse (Dell /HP) Wireless
	q) Scientific calculator(casio/citizen)
10	Samsung cartridge a) X press MLT- D 116L
	b) Samsung Drum Unit -R-116L
11	r) Samsung cartridge (Model No.SCX-4521D3/SCX-4321/4521
12	Xerox machine Cannon IR-3225/26
	c) Toner / Cartridge - NPG-25
	d) Drum Unit
13	Xerox machine Cannon IR-2420 L
	e) Toner / Cartridge - NPG-28
	f) Drum Unit
14	Continuous Computer Paper (60 GSM)
	m) 10"x12"x 1 type
	n) 10"x12"x 2 type
	o) 10"x12"x 3 type
	p) 15"x12"x 1 type
	q) 15"x12"x 2 type
	r) 15"x12"x 3 type
15	Continuous Computer Paper (80 GSM)
	s) 10"x12"x 1 type
	t) 10"x12"x 2 type
	u) 10"x12"x 3 type
	v) 15"x12"x 1 type
	w) 15"x12"x 2 type
	x) 15"x12"x 3 type
17	Internal Hard disk drive(HDD) (d) 1 TB (Seagate/WD) (e) 2TB(Seagate/WD) (f) 4TB(Seagate/WD)

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39	Canon Cartridge-M-NPG-90
40	Canon Cartridge-M-071
41	Wifi Dongle
42	Canon colour xerox machine-NPG-88,Black,Yellow,Magenta, <i>Cyon</i>

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