Bhubaneswar Development Authority
BHUBANESWAR

No.21143/BDA, Bhubaneswar,
BDA-IT-0009-2026 (OSWAS)

Date 01.10.2026

Short Quotation Call Notice

BDA invites sealed quotations from local authorized dealers/retailers for supply of the following Laser Toners, Cartridges, Drum Units and other computer consumables to BDA for its official uses.

The bidders are required to submit the sealed quotations in the attached prescribed format along with authorized dealership/ retailer certificate (for Laser Toners, Cartridges and Drum Units, excluding Samsung Toners) and copy of GST registration.

The sealed quotations should reach "The Sr. Manager (IT), Bhubaneswar Development Authority, Akash Shova Building, Pt. Jawaharlal Nehru Marg, Bhubaneswar - 751001 through speed post or by hand at Central Issue & Diary Section, BDA within 7 days from the date of publication of this notice.

Other terms & conditions:

1) The quotations should be printed on the bidder's letter head and pricing in the prescribed format otherwise will be rejected.
2) Proposal should be submitted for genuine Laser Toners/ Cartridges/ Drum Units only. If at any stage these items supplied are found not genuine, then materials will be returned back and payment will not be made for those items.
3) The bidder should be registered shop/office in Bhubaneswar (Address proof required) and must have GST registration within Odisha.
4) The bidder's name should have listed in the MVC contract agreement with OCAC for supply of cartridges. Proof to be enclosed.
5) The sealed envelopes should be super scribed with "Sealed quotation for Computer Accessories/ Cartridges" followed by Quotation call notice No. & date.
6) The quotations received after timeline or incomplete quotation will be rejected.
7) The bidder shall have to quote price for all items otherwise will be rejected.
8) Selection of bidder will be made on the basis of total quoted price rather than item wise price quoted.
9) In case the PO is awarded, the bidder must have to supply the materials within 7 days from the date of issue of PO.
10) The rates will remain valid for a period of 3 months from the date of issue of PO so that if required BDA can place repeat orders with the selected agency.
11) BDA reserve the rights to cancel any bid or the entire bidding process without assigning any reason thereof.

1/10/26
Sr. Manager (IT)

Memo No. 21144/BDA, Bhubaneswar,

Date 01.10.2026

Copy to Central Issue & Diary Section, BDA for information & necessary action. They are requested to handover the sealed quotations to IT Branch immediately.

1/10/26
Sr. Manager (IT)

Prescribed format for quoting price
for supply of computer for Computer Accessories/ Cartridges to BDA

Sl. No.	Item	Quoted unit price including taxes (in Rs.)	Quantity required	Total price including taxes (in Rs.)	Remarks
1	HP Neverstop Drum (104A)		4		
2	HP Neverstop Drum (103A)		17		
3	HP Laserjet 1020 (12A)		10		
4	HP (88A)		3		
5	Samsung M2876 ND (MLT-D116S/XIP) (Compatible)		2		
6	Samsung MLT- D115L/ XIP (Compatible)		1		
7	Canon Image Runner 2006N (NTG-59)		2		
8	Canon Cartridge - 337		2		
9	Canon Cartridge - 925		2		
10	Mouse PAD		2		
11	Logitech Keyboard & Mouse set (Wire)		1		
12	Logitech Keyboard & Mouse set (Wireless)		1		
13	Quick heal Antivirus 10 user License (1 yr. subscription)		1		
14	1 TB External HDD		1		
15	64 GB Pen Drive		2		
Total:					

1/10/26

Sr. Manager (IT)