



# ଗଣିତ ଓ ପ୍ରୟୋଗ ପ୍ରତିଷ୍ଠାନ

INSTITUTE OF MATHEMATICS AND APPLICATIONS

(Science & Technology Department, Govt. of Odisha)

Andharua, Bhubaneswar-751029. Website: <https://iomaorissa.ac.in>

Letter No: IMA/42 / 1139 /2023

Date: 2.12.2023

## SHORT TENDER CALL NOTICE

Sealed tenders/quotations on plain paper/ letter pad are invited by the undersigned for providing Annual Maintenances of following photo copier machines (Make: TOSHIBA), from the OEM or authorized business partners. The OEM/authorize business partners may submit their tenders/quotations in the format given in **Annexure - A** (available in Institute's website: <https://iomaorissa.ac.in>) along with following supporting documents. The authorized firms are required to submit the proof of authorization of services of TOSHIBA Photo Copier Machine and their office/service center should be located in Bhubaneswar locality. The bidders are required to deposit the tender paper cost Rs.400/- and EMD of Rs.4000/- in shape of account payee demand draft/fixed deposit receipt/ banker's cheque/ bank guarantee from any of the commercial banks in an acceptable form drawn in favour of **The Director, Institute of Mathematics and Applications, Bhubaneswar payable at Bhubaneswar.**

### Documents to be submitted

1. Copy of the valid GST registration No.
2. Income Tax Clearance up to last assessment year/ copy of the last year return filed before the Income Tax Authorities.
3. Copy of the valid PAN No.
4. Copy of the authorization letter/certificate of services of TOSHIBA multifunction digital system (like Photo Copier Machines).
5. Tender Paper cost Rs.400/- in shape of Demand Draft.
6. EMD of Rs.4000/- in shape of account payee demand draft/fixed deposit receipt/ banker's cheque/ bank guarantee.

The tender complete in all respect should reach before the undersigned on or before 11.12.2023 by 2.00 P.M and the received tenders will be opened on the same day at 4.00 P.M in the presence of the Tenderer or their authorized representative, if they so desire. In case this day is declared a Holiday for any reason, the quotations will be received and opened on the next working day at the scheduled time.

The tender will valid for one year from the date of acceptance and may be extended subject to satisfactory performance. The incomplete tender or tenders received after the scheduled date and time shall be rejected.

The undersigned reserves the right to reject all or any tender received without assigning any reason thereof.

Memo No: IMA/ 42 / 1140 /2022

Date: 2.12.2023

1. Copy to Shri P. Das, Under Secretary to Govt., S & T Department, Govt. of Odisha for information and request to publish the short tender call notice on S & T Department, Govt. of Odisha website for wide circulation.
2. Copy to the Finance Officer for information.
3. Copy to Dr. P. Baliarsingh, Co-Ordinator, Store and Purchase for information.
4. Copy to all Notice Boards.
5. Copy to System Analyst for hosting in website of Institute.

  
Registrar

Institute of Mathematics and Applications  
Andharua, Bhubaneswar-751029

  
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## Checklist:

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## TENDER APPLICATION FORMAT

Sl. No.	Particulars	Quantity	AMC Charges (Excluding GST)	AMC Charges (Including GST)
01	Photo Copier Machine Make: TOSHIBA, Model: e Studio - 2007	01 No.		
02	Photo Copier Machine Make: TOSHIBA, Model: e Studio - 5518A	01 No.		
<b>Total</b>				

Date

Signature of the tenderer with seal