



## OFFICE OF THE TAHASILDAR, MORADA, CHITRADA

Email- [tah.morada-od@nic.in](mailto:tah.morada-od@nic.in)  
[tah.morada@gmail.com](mailto:tah.morada@gmail.com)

### TENDER CALL NOTICE

Letter No. 1901 /Niz.

Dt. 28/5/25 //

Sealed Quotations are invited from intending Authorized suppliers/ Dealers having GST / IT clearance certificate for providing 8(Eight)Nos Laptop as per the specification given below for Revenue Inspectors of Morada Tahasil. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before dt. **09.06.2025** by 1.00 PM through Registered Post/Speed Post or same may be dropped in the tender box kept in the Tahasil Office, Morada during working hour and the Tender paper will be opened on date **10.06.2025 at 10 AM in presence of the bidders or their authorized representatives** in the Office Chamber of Tahasildar, Morada.

The undersigned reserves to accept or reject the tender without assigning any reasons thereof.

For Tender Form and other Details visit: - [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in)

#### 1. Name of the Items:-

Sl. No.	Brief Description of the Items	Specification	Brand	Quantity
1	LAPTOP WITH BAG	C I 7-13th Gen/ RAM-16GB/ 512GB SSD/ Windows 11/ MSO/ 15.6" + WIRELESS KEYBOARD & MOUSE	DELL/HP	08 Nos.

#### 2. Bid Price

- The transportation charges also to be included in the Bid Price.
- All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.

#### 3. Each bidder shall submit only one quotation.

A set of Tender documents can be purchased from Tahasildar, Morada, Mayurbhanj on working day from dt. **28.05.2025 to 06.06.2025** in between **08.00 AM to 01.00 PM** or downloaded from [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) Website at a non- refundable tender fee of Rs.500/- Cash/ demand draft payable through demand draft drawn in favour of **Tahasildar, Morada, Mayurbhanj** payable at PNB, RASGOVINDPUR.

#### 4. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

## 5. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed and
- (b) Confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for all the items together.

## 6. Award of contract

- 6.1 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 7. Payment shall be made after delivery of the goods & installation through NEFT/RTGS after submission of the bills and vouchers.
- 8. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- 9. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
- 10. Notwithstanding the above, the Tahasildar, Morada reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed.
- 11. A sum of Rs.10,000/- as EMD Amount shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of **Tahasildar, Morada, Mayurbhanj** payable at PNB, Rasgovindpur submitted along with tender. After completion of tender process, the amount EMD will be refunded to unsuccessful bidders immediately and for successful bidder the deposited amount will be refunded within 60 working days from supply of the product.
- 14. The 1<sup>st</sup> Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification & quality.
- 15. The tenders are to be submitted as per two bid systems i.e Technical bid and Financial bid. Both the envelopes containing Technical bid and Financial bid should be put in a third sealed envelope and should be super scribed as "**Tender for Supply of Laptop**". The Sealed tender should be addressed to the **Tahasildar, Morada, Mayurbhanj, AT/PO- Chitrada, Dist.- Mayurbhanj, PIN-757018.**

Memo No 1902 /Dt 28.5.25 //

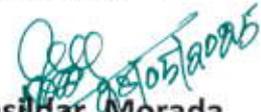
Copy submitted to the Collector & District Magistrate, Mayurbhanj for favour of kind information and necessary action.

  
Tahasildar, Morada

  
Tahasildar, Morada

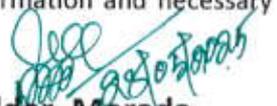
Memo No 1903 /Dt 28/5/25 //

Copy submitted to the D.I.O., NIC, Mayurbhanj/ DeGM, Mayurbhanj for information and necessary action with a request to make available the advertisement in the District website of Mayurbhanj([www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in)) for wide publication of the tender call notice.

  
Tahasildar, Morada

Memo No 1904 /Dt 28/5/25 //

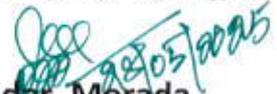
Copy Submitted to the D.I. & PRO, Mayurbhanj for favour of kind information and necessary action.

  
Tahasildar, Morada

Memo No 1905 /Dt 28/5/25 //

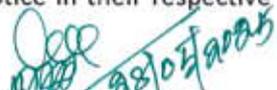
Copy submitted to the Additional District Magistrate, Mayurbhanj/ Sub-Collector, Baripada/ Kaptipada, Udala/ Bamanghaty, Rairangpur/ Panchpir, Karanjia for favour of kind information and wide publication.

Copy submitted to the P.A., ITDA, Baripada/ Kaptipada, Udala/ Bamanghaty, Rairangpur/ Panchpir, Karanjia for favour of kind information and wide publication.

  
Tahasildar, Morada

Memo No 1906 /Dt 28/5/25 //

Copy submitted to all Block Development Officers/ all CDPOs/ all Tahasildars for favour of kind information and wide publication They are requested to affix the tender call notice in their respective Notice Board for wide publicity.

  
Tahasildar, Morada

Memo No 1907 /Dt 28/5/25 //

Copy to all R.I.s of this Tahasil for information and necessary action. They are directed to affix the tender call notice in their respective Notice Board for wide publicity.

Copy to the Notice Board of this office for wide publicity.

  
Tahasildar, Morada

### EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address :	
3	Are you a dealer/reseller	
4	Trade Tax / Sales Tax Registration no. with Place (Copy to be attached)	
5	TIN / PAN No. (with copy of certificate)	
6	Up to date VAT Clearance Certificate (Copy to be attached)	
7	Authorisation Certificate of each quoted item (Copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

#### **DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid personally/under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our manufacturing firms have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name:

Address:

Designation:

**FORMAT OF QUOTATION**

<b>Sl. No.</b>	<b>Description Goods</b>	<b>Specifications</b>	<b>Rates offered</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

**Gross Total Cost : Rs. ....**

Total bid price (including Taxes and Other) in Rs. \_\_\_\_\_ (in numbers)  
\_\_\_\_\_ (In Words)

Signature of the Bidder

Name of the Firm/Agencies

Address

Date

Place

Seal