

# OFFICE OF THE TAHASILDAR, UDALA

## TENDER CALL NOTICE

No. 1728 /Date. 28.05.2025 /

Sealed Quotation from intending reputed Suppliers/Authorised Dealers/Firms/Registered Entities having valid GST registration and PAN/TIN for supply of 04 nos. of Laptop as per the specifications given below for R.I. Circles under Udala Tahasil. The Quotation complete in all respect adhering to the following terms and conditions should be received in this office on or before Date. **12.06.2025 by 1:00 PM**. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Item	Specification	Quantity	Preferred Brand
Laptop	Display Size -15.6 inches Processor – Intel Core i7 13 <sup>th</sup> Generation RAM – 16 GB DDR4 Storage – 1 TB SSD (NVMe) Operating System – Windows 11 (with essential original software installed like Microsoft Office 2024, security software and Bag)	4 Nos.	HP/DELL

The undersigned has all rights to cancel this quotation without any prior notice to the suppliers. The quotations will be opened on **13.06.2025 at 09:00 AM** in the office chamber of the undersigned.

The following terms and conditions should be strictly adhered to:

1. The tenders 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 envelopes and should be super scribed as "Tender for supply of Laptop". The sealed quotation should be sent through **Registered/Speed Post/Courier addressed to the Tahasildar, Udala, AT/PO-Udala, Dist-Mayurbhanj Pin-757041 or dropped in the assigned box kept in the chamber of the Tahasildar, Udala**, so as to reach this office **on or before 12.06.2025 by 1:00 PM**. Sealed quotation received after the closing date and time will not be entertained. And this office will not be responsible for them. **Quotation(s) through fax/e-mail will not be entertained.**
2. The envelope containing the quotation should be properly sealed (preferably wax/ Gum tape seal). If the envelope containing the quotation is not sealed, the Purchaser will assume no responsibility for its misplacement or premature opening.
3. A sum of Rs.10,000/- as earnest money shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of Tahasildar, Udala payable at State Bank of India, Udala. The earnest money of the unsuccessful bidders shall be refunded after finalisation of the successful L1 bidder.

*[Signature]*  
28/05/25  
Tahasildar  
Udala



4. The above quotations will be opened on scheduled date, time and venue. The bidders or their authorised agents shall remain present during opening of quotations which will be provided at their own expenses. Nobody will be allowed to participate in the opening of Sealed Quotations without authorisation. In exigency the quotation will also be opened in the presence of two third majority of representative of the bidders.
5. **The quoted rate must be inclusive of all taxes (CGST, SGST, IGST & other taxes as applicable).**The transportation/service charges also to be included.
6. The quotation must be attached with valid GSTIN certificate. Incomplete quotations paper shall not be entertained by the committee.
7. **Opening and Evaluation of Bids**  
The Purchaser will open all Bids in the presence of Purchase Committee Members and Bidders or their representatives, as per the schedule given. 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 with above mentioned specification. Bidders or their representatives who are present shall sign the quotation opening sheet evidencing their presence.
8. 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.
9. The supplier should supply quoted articles within **7(Seven) days to this office** from the date of supply order. Since provisions of the quoted items are to be completed in a time bound manner, failure to deliver of the items in the prescribed time frame will lead to cancellation of the supply order, then the security deposit will be forfeited.
10. The payment will be made through NEFT/RTGS within fifteen working days after successful delivery of items/articles as per the specification. No advance payment can be made for supply of the above items.
11. The Bidders are required to submit a copy of their Registration Certificate, Dealership License, GST Registration certificate, Income Tax return certificate of last 03 (Three) financial years (from 2022-23 to 2024-25), PAN, up to date GSTR return proof(GSTR3B), along with the bid document, Each Documents shall be duly signed & Numbered.
12. The Supplier should provide proper GST Bills along with details of Bank A/C for payment supply of quoted articles.
13. **Defective materials, if any, shall be replaced without added cost by the supplier within 07 working days of receipt of the Material.**
14. Any legal dispute arises out of this subject to jurisdiction of Mayurbhanj only.

Tahasildar, Udala  
20/10/24  
Tahasildar  
Udala

Memo No. 1729 / Date- 28.05.2025

Copy to be submitted for display on Notice Board of the Collector & District Magistrate, Mayurbhanj/ Sub-Collector, Kaptipada, Udala for wide publicity.

Copy to the Block Development Officer, Udala / C.D.P.O. Udala / Sub-Treasury Officer, Udala/ Medical Officer, Udala for information and necessary action. They are requested to display the Notice on their concerned Notice Board for wide publicity.

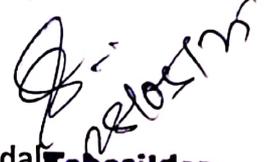
Copy to this office Notice Board for wide publicity.



Tahasildar, Udala  
**Tahasildar  
Udala**

Memo No. 1730 / Date- 28.05.2025

Copy submitted to the District e-Governance Manager, NIC, Mayurbhanj District Centre for publication in the District Website – [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in)



Tahasildar, Udala  
**Tahasildar  
Udala**

