



OFFICE OF THE TAHASILDAR, JAMDA.: MAYURBHANI

At/PO-Jamda, Dist-Mayurbhanj

E- mail:-tahasildarjamda@gmail.com/tah.jamada-od@nic.in

QUOTATION /TENDER CALL NOTICE

No. 1492 //Date..27.05.2025 //

Sealed Quotations/tenders are invited from intending reputed IT Firms/Suppliers/Dealers/Agencies having GST/IT clearance certificate for supply of 06(Six) nos. of Laptops, 02 (Two) nos. of Desktop Computers and 01 (one) number of Multi Functional Printer (MFP), as per specification detailed below for official use in Tahasil office as well as all R.I. circles under Jamda Tahasil.

Sl. No.	Item	Quantity	Specification
1	Laptops of HP Brand	6 nos.	<ul style="list-style-type: none">➤ 13th/ 14th Generation➤ 15.6" FHD 19 (1920 x 1080)➤ 16 GB RAM of DDR5➤ 512 GB SSD➤ Windows 11➤ i5 Processor Graphics- Integrated➤ MSO-2024➤ LED/LCD monitor➤ Backlit keyboard etc.
2	Desktop Computers of HP Brand	2 nos.	<ul style="list-style-type: none">➤ 13th Generation,➤ MODEL-24-cr0477 in Intel Core i5-1334U➤ (8GB RAM of DDR4, 512 GB SSD)➤ 23.8"(60.5 cm), FHD (1920 x 1080)➤ Windows 11 Home, MSO-2024➤ Graphics- Integrated➤ HP 510SP Wireless Keyboard and Mouse Combo
3	Printer of Canon/HP Brand (MFPs)	2 nos.	<ul style="list-style-type: none">➤ Both color & mono print➤ Touch screen➤ A4 size paper compatible➤ Auto duplex printing➤ Copying, scanning & Printing documents➤ Multiple copies➤ Windows 11 compatible➤ Memory up to 1 GB➤ Output tray capacity of 150 sheets➤ Cartridge/toner compatible➤ Auto doc & manual feeder➤ Mono color print speed up to 35 ppm or above➤ Max. color resolution i.e., 1200x1200 dpi (both color & mono)➤ Scan to Email & USB➤ Scan tech ADF Duplex➤ LCD/LED display➤ Digital Multi Functional laser printer

Janki

The cost of 06 (six) nos of Laptops, 02 (two) nos. of Desktop Computers and 01 (one) no. of MFP should be inclusive of GST and other duties. Quotations compete in all respect should reach to the office the Tahasildar, Jamda on or before **10.06.2025** by **10.00 AM** by Registered Post/Speed Post /Currier Service/ by hand to be put in the tenders Box by bidders only . The sealed Quotations shall be opened on the same day i.e **10.06.2025 at 11.30 AM** in presence of the bidders/quotationers or the authorised representatives in the Conference Hall, O/o the Tahasildar, Jamda. The lowest bidder shall be placed order for providing the items.

2. Bid Price

- a) The transportation charges also to be included in the Bid Price.
- b) All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- c) 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.
- d) 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 Tahasil Office, Jamda, Mayurbhanj on any working day from dated 28.05.2025 to 09.06.2025 in between 7.00 AM to 1.00 PM and on 10.06.2025 from 7.00 Am to 9.00 AM or downloaded from www.mayurbhanj.odisha.gov.in Website at a non-refundable tender fee of Rs.200/- (Rupees Two Hundred) only payable through demand draft drawn in favour of Tahasildar, Jamda, Mayurbhanj payable at State Bank of India, Rairangpur, Mayurbhanj.

3. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

4. 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 condition and specifications.
- The Quotations would be evaluated for all the items together.

5. Award of contract

- a- The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has officered the lowest evaluated quotation price.
- b- 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 orders.

6. Payment shall be made after delivery of the goods & its installation through NEFT/RTGS after submission of the bills and vouchers.

7. 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.

8. Any legal dispute arising out of this is subject to concerned district jurisdiction only.

9. Notwithstanding the above, the Tahasildar, Jamda Mayurbhanj reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time without assigning any reason thereof 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 by the Tahasildar, Jamda, Mayurbhanj.



page No 2/4

10. A sum of Rs. 11,000/- as EMD amount shall be deposited by the intending bidders in shape of Account Payee Bank Draft Drawn in favour of Tahasildar, Jamda, Mayurbhanj payable at State Bank of India, Rairangpur, Mayurbhanj and submitted along with the tender. After completion of tender process, the amount of EMD will be refunded to unsuccessful bidders immediately and for successful bidders the deposited amounts will be refunded to their respective accounts within 60 working days from the supply of the product.
11. The aforementioned articles should be delivered at Tahasil Office, Jamda, Mayurbhanj within 07 days of receipt of purchase Order. No further extension will be entertained.
12. If the successful bidder fails to supply the products within the stipulated period, then the security deposit will be forfeited.
13. The 1st Lowest Bidder cannot claim to supply the articles, as the same will be purchased as per the specification & quality.
14. 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 in capital letter as "QUOTATION/TENDER FOR SUPPLY OF LAPTOP" or "QUOTATION FOR SUPPLY OF DESKTOP" or "QUOTATION/TENDER FOR SUPPLY OF PRINTER (MFP)" on the top of the envelop. The sealed tender should be addressed to the Tahasildar, Jamda, Mayurbhanj, At/Po/Ps-Jamda, Dist.- Mayurbhanj, Pin-757045.
- The quotation received after the due date and time shall not be considered under any circumstances.

The following **terms and conditions** have been applied to the Quotation/ Tender Call Notice.

- a. The rate quoted by the quotationer/bidder should be clear inclusive of transportation cost and all duties, taxes and other levies as payable by the bidder.
- b. The quotationer/bidder shall furnish the self-attested photocopies of PAN GST registration Certificate & up to date VAT Clearance Certificate along with the authorisation letter of the company, if any.
- c. The rate quoted by the quotationer/bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
- d. The concerned supplier should stick to the specification and quality of the items as per quotation/tender.
- e. Delivery of the goods are to be made within 7 days from the date of receipt of supply order. The goods will be delivered to the Tahasil Office, Jamda at his own cost.
- f. The Laptops and Desktop Computers shall have Antivirus (Quick heal Total) installed at least for 3 years.
- g. Three years warranty including battery and adaptor.

The quotation/tender for laptops, Computers and printers (MFPs) will be available in Mayurbhanj District website i.e. www.mayurbhanj.odisha.gov.in from date 28.05.2025. to 10.06.2025 by 10 AM.

The supplier shall be held responsible for any type of damage found during transportation of the articles to the purchaser's office.

The undersigned reserves the right to accept or cancel/reject any of all the quotations/tenders without assigning any reason thereof.

Tahasildar, Jamda
TAHASILDAR
& **JAMDA**

page No 3/4

Memo No. 1493 //Date. 27.05.2025 //

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


Tahasildar, Jajoda
TAHASILDAR
& **JAMDA**

Memo No. 1494 //Date. 27.05.2025 //

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


Tahasildar, Jajoda
TAHASILDAR
& **JAMDA**

Memo No. 1495 //Date. 27.05.2025 //

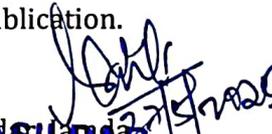
Copy submitted to the D.I. & PRO, Mayurbhanj for favour of kind information and necessary action.


Tahasildar, Jajoda
TAHASILDAR
& **JAMDA**

Memo No. 1496 //Date. 27.05.2025 //

Copy submitted to the Sub-Collector, Bamanghaty, Rairangpur/ Kaptipada, Udala / Panchpir, Karanjia/ Baripada 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, Jajoda
TAHASILDAR
& **JAMDA**

Memo No. 1497 //Date. 27.05.2025 //

Copy forwarded to all BDOs/ all Tahasildars / all CDPOs/ S.D.I & PRO, Rairangpur of Mayurbhanj District for kind information and wide publication. They are requested to affix the quotation / tender call notice in their respective office Notice Board / conspicuous places for information and wide publicity.

Memo No. 1498 //Date. 27.05.2025 //


Tahasildar, Jajoda
TAHASILDAR
& **JAMDA**

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

Copy to the Notice Board of this office for information and necessary action


Tahasildar, Jajoda
TAHASILDAR
& **JAMDA**

FORM OF QUOTATION

Sl. No.	Description of Goods	Specifications	Rates offered
1	2	3	4

Gross Total cost: Rs.....
 Total bid price (including taxes & other levies) in Rs..... (in figures)
 _____ (in words)

Name of the Firms/ Agencies

Signature of the Bidder

Address:

Date:

Place

Seal

EVALUATION FORM

1	Name of the Supplier	
2	Full Address of the Supplier's Shop/Showroom Telephone No. Fax No. E-mail Address:	
3	Are you a dealer or 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 documents 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 condition of the tender document are fully acceptable to me and I will abide by the terms and conditions of the bid. This is also certified that our manufacturing Firm have no objection in signing the purchase contract if the opportunity for supply of the items against the tender is given to me/us.

Signature:

Date:

Name in Full:

Designation

Address:

Contact No.

Email: